

## Jan and Feb 2020 Educational Programmes Recruitment

### Academic Supervisor - Job Description

**Job Title:**

**Academic Supervisor**

**Job Type: Part-time, Contract**

**Job Description**

Academic Supervisors are responsible for providing supervisions and supporting Chief Academic Supervisors by helping with programme events including orientation and formal dinner. They will provide full support to the Operation Team and work with the Residential Tour Leaders and Chief Academic Supervisors closely to deliver the programme smoothly and safely that students have a positive experience in the UK. The working hours will be about 5 hours per week which can be mutually agreed depending on the final schedule of the programme.

**Responsibilities and Duties:**

Student Supervision and Feedback

- Coordinate Supervisions with other Academic Supervisors
- Support students in improving their understanding of the lecture materials: this may involve helping students to resolve their own difficulties with questions from lectures, explaining the difficult parts of the lecture course and illustrating the wider applications of the lecture materials.
- Help students prepare for the written examinations and final presentation.
- Provide guidance and feedbacks to students and keep track of their learning progress and experiences throughout the programme
- Help students improve their skill of information gathering, academic writing and presentation delivery
- Write supervision reports and reference letters for students based on their performances at the end of the programme
- Socialise with the students by having free lunch and dinner with the students, or arrange social activity with a budget of £30 per day, or making yourself available for 40 mins a day for students to communicate with you or ask questions via WeChat, video call or phone call
- Engage students in conversations and share related university experiences
- Encourage students to actively participate in the activities/discussions during lectures/workshops/supervisions

- Report to the Operation Team immediately if there are serious causes for concern.

### Helping with the Programme Events

- Attend the compulsory briefing and training session
- Communicate effectively with the Chief Academic Supervisor
- Report progress and key changes, if any, to the Operation Team during the preparation and throughout the programme period
- Provide ad hoc support to the Operation Team, Chief Academic Supervisors, students and teachers
- Provide assistance to any emergencies

**Pre-agreed Additional Tasks (additional working hours):** Coordinate and assist in airport pick up and drop off days

### Essential Qualifications and Characteristics

- Postgraduates, PhD students and Alumni of Law, Medicine, Business, Finance, Accounting, Artificial Intelligence, Computer Science, Chemistry, Language, Culture and Education related backgrounds. Candidates in other subjects, e.g. Natural Sciences and Engineering, Arts, Humanities and Social Sciences are also encouraged to apply
- Teaching or supervision experiences (preferred)
- Great mentors and communicators
- Passionate and enthusiastic about education
- Flexible with great problem-solving skills
- Excellent interpersonal skills

### **In return we offer**

Host and Leadership skills

Intercultural experience

Teaching and mentoring experience

Multinational working environment

Meeting new like-minded friends

Free Lunch and Dinner

Traditional Formal Dinner

### **Salary (on a pro-rata basis)**

- Hourly Rate
  - o Starters: starting from £30/hour
  - o Experienced (1+year): starting from £35/hour
- Performance Awards: up to £150