Lecturer in Economics

Overview

Bader International Study Centre (BISC), located at historic Herstmonceux Castle, East Sussex, is the overseas campus of Queen’s University, Canada. Queen’s is a leading Canadian university with high entry levels which attracts top students from around the world.

The BISC is committed to employment equity, inclusion and diversity and supports fair treatment and opportunity for all. No job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

BISC Academic Department

The BISC Academic Department consists of the Academic Director, Deputy Academic Director, and Course Lecturers.

Salary:
£3,625 per class per course per term (one class = 30 students max)

Working hours:
2 hours 40 mins/week teaching and 1.5 office hours/week per section. One class = 2 x 1hr 20 min classes; classes taught between 08:30 and 21:50 (subject to faculty availability). Regular teaching week runs Monday to Thursday. We are mindful of the limited availability of part-time faculty and try to match teaching slots to the instructor.
# Job Description

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<th>Main purposes of job</th>
<th>To teach the ECON 111 <em>Introductory Microeconomics</em> and ECON 112 <em>Introductory Macroeconomics</em> courses in line with the syllabus.</th>
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| Main duties          | • Develop course syllabi in line with requirements outlined by the Queen’s University Economics Department, and the BISC Curriculum Committee. We will usually supply a past syllabus as a model.  
• Deliver course content in the form of lectures and seminars (2 hours 40 minutes/week during the 12 teaching weeks of term.  
• Prepare and submit innovative proposals for Experiential Learning Opportunities (ELOs) in accordance with guidance from the BISC Experiential Learning Office. Develop ELOs once approved.  
• Lead ELOs; teach actively on them; incorporate them fully into class assessments; provide feedback to the EL Office as required.  
• Hold regular office hours for students (1.5 hours/week).  
• Prepare and grade course assessments; upload to VL platform.  
• Invigilate, mark and submit results for an exam for the ECON 111 *Introductory Microeconomics* and ECON 112 *Introductory Macroeconomics* courses in accordance with Queen’s University requirements. |
| Supplementary duties | • Submit teaching availability for timetabling purposes.  
• Attend faculty meetings.  
• Attend Opening and Closing Ceremonies for the term, if possible.  
• If appropriate, identify visiting speakers for consideration. |
| Key results/objectives | • To provide effective instruction and academic support for students, enabling them to achieve to the best of their ability. |
| Reporting to         | The Academic Director |
## Person Specification

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
<td>Post graduate degree in Economics relevant to <em>Introductory Microeconomics</em> and <em>Introductory Macroeconomics</em>.</td>
<td>Membership of a relevant professional organisation.</td>
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| **Skills/competencies**| • Ability to communicate subject matter clearly and engagingly.  
• Excellent interpersonal, oral and written communication skills.  
• Knowledge of Microsoft Word and any programmes specific to the subject of Economics. | • Proven ability to manage time and work to strict deadlines.  
• Knowledge of Microsoft PowerPoint, Excel, Publisher.  
• Knowledge of OnQ or similar VL platform. |
| **Knowledge and experience** | • Excellent subject knowledge.  
• Demonstrable experience of teaching and assessing undergraduate students. | Experience of teaching international students. |
| **Special attributes** | Flexibility in working hours. (Lectures may take place in the evening and ELOs will likely take place on Fridays and at weekends.) | |
| **Personal qualities** | • Commitment to high quality teaching and creating a fully inclusive, positive learning environment.  
• Ability to collaborate with faculty from a wide variety of disciplines.  
• Ability to work as member of very small faculty team in Economics within the BISC Academic Department (support also from the Queen’s Economics Department). | Interest in taking part in the academic community at the BISC. |
| **Other**              | • Eligibility to work in the UK.  
• Satisfactory references.  
• Successful completion of an enhanced DBS check.  
• Own transport, or use of public transport and taxi, to travel to and from work. | |