

Jan and Feb 2020 Educational Programme Recruitment

Chief Academic Supervisor - Job Description

Job Title:

Chief Academic Supervisor

Job Type: Part-time, Contract

Job Description:

Chief Academic Supervisors are responsible for supervising students, coordinating academic activities and hosting academic events in the programme including orientation, supervisions, lectures, workshops, exam, final presentation and formal dinner. They will provide full support to the Operation Team and working with Residential Tour Leaders and Academic Supervisors closely to deliver the programme smoothly and safely that students have a happy and safe experience in the UK. The working hours will be 10 hours per week which can be mutually agreed depending on the final schedule of the programme.

Responsibilities and Duties:

Student Supervision and Feedback

- Host and coordinate Supervisions with other Academic Supervisors
- Support students in improving their understanding of the lecture materials: this may involve helping them resolve their own difficulties with the questions from lectures, explaining 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 a 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
- Attend at least 80% of the lunches and dinners to socialise and catch up with the students
- 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.

Delivery and Coordination of Academic Activities and Events

- Attend the compulsory briefing and training session
- Provide full support to the Operation Team in preparing, coordinating and hosting academic programme activities and events including lectures, workshops, activities, events, supervisions, orientation, examinations, final presentations, formal dinners, etc.
- Prepare the paperwork and reports for academic related sessions, activities and events
- Correcting papers
- Prepare venues and equipment, meet and greet lecturers and be punctual for the scheduled duties
- Communicate effectively with the Residential Tour Leaders and Academic Supervisors
- 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, 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
 - Starters: starting from £30/hour
 - Experienced (1+year): starting from £35/hour
- Performance Awards: up to £250

Extra work to grab if you are available:

Airport meet and greet: £80 per day for collecting/seeing-off students at the airport