



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Study Adviser (quantitative subjects) LSE LIFE

Department/Division: LSE LIFE
Accountable to: LSE LIFE Learning Developer and Deputy Head, LSE LIFE
(Student mentoring programmes and one-to-one advice)

Job Summary

LSE LIFE is the School's academic and personal development centre for undergraduate and taught master's students. Housed in bespoke space on the ground floor of the LSE Library, LSE LIFE integrates the many opportunities offered by different LSE services, providing one-to-one, workshop and large group learning events and courses running throughout the year.

LSE LIFE is looking to recruit a study adviser to provide one to one support to LSE students in quantitative subjects. We are looking for people who are enthusiastic and flexible and are prepared to adapt to a changing environment. The post holder will work with undergraduate and master's students across all discipline areas, providing professional, confidential, and impartial advice, support and information about a range of academic and personal development areas related to mathematics, statistics, economics, and other quantitative subjects, mainly through the delivery of one-to-one appointments but, at times, in small group settings. The post holder will also be expected to contribute to new initiatives that can improve the quality of student experience at LSE.

Please note that our one-to-one appointments take place between the hours of 10am and 6pm and operate on a rota basis on campus/ in-person and online.

Duties and Responsibilities

Teaching and learning support

- To deliver individual and occasional group learning support sessions, in person, on campus, and online where appropriate, and promote students' independence in the development of their academic and personal skills related to mathematics, statistics, economics, and other quantitative subjects, in line with the School's strategic priorities and in response to the specific needs of students at LSE
- To play an active role in the welcoming of students in the consultation area
- When required, to deliver cross-discipline and subject- and module-specific academic skills development workshops related to mathematics, statistics, economics, and other quantitative subjects
- Contribute to developing and maintaining LIFE's online resources (e.g. Moodle, Prepare to Learn at LSE) related to mathematics, statistics, economics, and other quantitative subjects
- To work as part of a collaborative team, sharing experience and best practice in academic learning support and the development of joint resources



- To maintain an up to date knowledge of best practice in development of study skills
- To act in a way that demonstrates the School's commitment to Equality and Diversity for staff, students and partners in designing and delivering student support
- To monitor and evaluate the outcomes, impact, benefits and effectiveness of projects and institutional priorities, providing analysis and written reports on activity as requested

Communication

- To assist in the promotion and development of the academic and personal skills support related to quantitative subjects available to all students in the School
- To communicate with academic, administrative and technical staff and students across the LSE, through various media, in support of LSE LIFE activities
- To collaborate with the LSE LIFE administrative team to ensure the smooth running of the one-to-one appointments and of the front reception desk for LSE LIFE
- To make effective use of technology to promote the opportunities provided by LSE LIFE
- To manage sensitive and confidential information and maintain accurate, up-to-date and confidential records and statistics of casework

Analysis and research

- To keep up to date on research into learning development and student engagement issues in HE, and ensure that teaching materials used in one-to-one and small group settings are based on solid evidence-based knowledge in the field

Teamwork and motivation

- To liaise with academics across the School to ensure the relevance of LSE LIFE's offer of quantitative study support.
- To work as an active member of the LSE LIFE team, sharing experience and best practice in academic learning support and developing joint resources
- To provide feedback and guidance to staff in relation to student academic skills development and attainment
- To collaborate with colleagues from other professional service units, academic departments and research institutes and be prepared to take on varied additional duties to support the success of LSE LIFE particularly related to mathematics, statistics, economics, and other quantitative subjects

Service delivery

- To deliver high quality student support events be it in a one-to-one context, in small group settings or in workshops
- To seek actively student feedback to monitor progress and adjust content and delivery of student support delivered accordingly
- To deal with student enquiries by working at the front reception desk of LSE LIFE if required
- To respond promptly to enquiries from academic departments' and professional service divisions throughout the School

Other responsibilities

- With guidance from the Head of LSE LIFE undertake institutional investigative work (e.g.: student surveys; other forms of consultation with students and/or academic staff and professional services staff)
- Other duties as requested by the Deputy Heads and Head of LSE LIFE



Specific conditions

- Due to some LSE LIFE events taking place outside of normal working hours, it may be necessary for the post holder to work flexibly at times, both online and on campus.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.