

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: LSE Fellow (Band 6)

Department: Finance

Accountable to: Head of Department

Job Summary:

- To contribute to the Department of Finance's teaching on undergraduate and postgraduate level courses in corporate finance and asset markets and to undertake assigned administrative duties.

Duties and Responsibilities

Contributing to the scholarship and intellectual life of the School by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution, with appropriate mentoring from department.

Supervising, teaching and examining undergraduate and masters level students through lectures, seminars, course work and tutorials.

Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.

Undertaking Department administrative duties as allocated in areas such as outreach and widening participation activity.

Supervising personal tutees for their end of year dissertation, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate.

Holding regular office hours for students on the course (at least 2 hours per week).

Providing formative and summative feedback on assessments.

Undertaking examination-related duties, such as exam and dissertation marking, as required.

Participating in regular teaching meetings, with academics and administrators involved in the course, with appropriate mentoring.

Managing academic administration arising from teaching responsibilities – e.g. class preparation and marking, with guidance as required.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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.