



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 in the EU and International Organisations

Department/Division: International Relations (IR) Accountable to: Head of IR Department

Job Summary

The Department of International Relations proposes to appoint an LSE Fellow in the EU and International Organisations from 1 September 2017 (25 months fixed-term, until 30 September 2019) with the potential for an additional year for a maximum appointment of three years. The Department is seeking to appoint a candidate with research expertise and teaching experience in the politics of the EU and international organisations. The successful candidate will be someone with relevant teaching experience and a promising research profile.

For further details of the post, please contact Mark Hoffman, Deputy Head of Department (Teaching & Learning) m.hoffman@lse.ac.uk

Duties and Responsibilities

Teaching

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's high reputation as a research-led teaching institution.
- Supervising, teaching and examining undergraduate and masters level students through lectures, classes, seminars, course work and tutorials in politics of the EU and contemporary international relations theory, particularly IR416 the EU in the World, IR412 International Institutions and IR203 International Organisations.
- Acting as academic adviser to BSc, General Course and MSc students and providing pastoral care.
- Providing guidance to MSc academic advisees for their end of year 10,000-word dissertation, and referring advisees to colleagues with relevant expertise where appropriate.
- Holding regular office hours (at least 2 per week).



- Marking formative essays, assessed essays and examination papers during the academic year; and marking dissertations.
- Proof-reading examination papers and organising examination script distribution and collation of marks to/from markers and other examination-related duties, as required
- Participating in regular departmental and teaching meetings, with academics and administrators involved in the course(s).
- Identifying learning needs of students and defining appropriate learning objectives.

Research

- Developing a research programme and publication record – eg through publication(s) arising from the PhD.

Administration

- Managing academic administration arising from teaching responsibilities.

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

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

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.