



## GRADUATE DEMONSTRATOR: TASK LIST

*The list of tasks, skills and competencies outlined below relate to both laboratory and non-laboratory contexts and will vary according to the specific nature of the engagement. The tasks can only be undertaken by a Postgraduate Researcher (PGR) who, at the time of the engagement, is on a research degree programme of Cardiff University, and where there are no concerns over the PGR's academic progress.*

### **Aims of Engagement**

To contribute to the delivery of laboratory, workshop or other practical sessions by demonstrating the use of equipment (including software packages) and overseeing experiments, and providing academic advice and feedback in line with Cardiff University expectations, as required.

A Graduate Demonstrator typically supports the learning of students in a laboratory or practical workshop context, and may assess students' work associated with such sessions where that assessment is formulaic and guided by clear model answers. A Graduate Demonstrator may also be engaged to assist with student fieldtrips, or to act as a MOOC mentor, encouraging online discussion and answering queries.

### **Typical Key Tasks**

- Assist in the delivery of laboratory sessions, workshops, fieldtrips, drop-in sessions or online courses under the guidance of an academic member of staff.
- Be proactive in offering assistance to students, and encouragement to engage them in the learning experience.
- Demonstrate techniques and equipment to students and assist with problems or questions.
- Set up experimental systems and research apparatus, assisting students in the use and construction of equipment/apparatus and tests/experiments.
- Provide academic advice and feedback to students on procedures and protocols.
- Mark scripts/lab books with predetermined and/or formulaic responses with the support of an academic member of staff and provide students with appropriate feedback.

### **General Tasks**

- Monitor student learning and offer academic advice, alerting the Module Leader to any concerns about performance, attendance or pastoral issues.
- Complete necessary preparation prior to the session, ensuring familiarity with, and knowledge of, the practical exercises to be undertaken.
- Ensure that an understanding of the importance of confidentiality is applied when undertaking all duties.
- Abide by University policies on Health and Safety and Equality and Diversity.

### **Skills and Competencies**

- Sufficient breadth and depth of knowledge in a relevant subject area.
- Appropriate technical skills.
- Effective communication skills to explain degree level subject clearly and accurately, and be able to answer questions in a clear and understandable manner.
- Excellent organisational skills, including the ability to meet marking deadlines and manage administrative activities within set deadlines and without detriment to the research degree.

### **Additional Information**

Must be prepared to:

- attend compulsory training relevant to the type of teaching activity and/or assessment;
- attend any subject-specific or module-specific training required by the School/Module Leader;
- engage with the School procedure for monitoring PGR Teaching;
- attend any meetings requested by the Module Leader/PGR Teaching Co-ordinator.