

I got a job.

Dr. Lauren Schrock

Guiding questions

- When did I apply?
- How did I find the job?
- How did I apply?

When did I apply?

- Applied for position, 27 August 2017
- PhD submission, 30 September 2017
- Invitation for interview, 6 October 2017
- Interview, 18 October 2017
- Success, 20 October 2017

rejected **15x**
before interview

How did I find the job?

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Assistant / Associate / Full Professor

Wine Sales and Marketing

PREMIUM

CAL POLY | Location: United States / San Luis Obispo | Employment Type: Permanent Full-time | Posted: 2018-05-01

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9 Positions

Accounting, Big Data - Digital - Information Systems, Finance, Econometrics, Economics, Marketing, Strategy

PREMIUM

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Academic Discipline / Field of Expertise

Search all	
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Computer Science	609
Creative Arts and Design	168
Economics	151
Education Studies (inc. TEFL)	161
Engineering and Technology	990
Health and Medical	718
Historical and Philosophical Studies	164
Information Management and Librarianship	51
Languages, Literature and Culture	225
Law	98
Mathematics and Statistics	448
Media and Communications	74
Physical and Environmental Sciences	842
Politics and Government	136
Psychology	241
Social Sciences and Social Care	351
Sport and Leisure	60

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Search all	
Administrative	652
Finance	85
Fundraising and Alumni	86
Hospitality, Retail, Conferences and Events	66
Human Resources	76
International Activities	61
IT	187
Library Services and Information Management	107
PR, Marketing, Sales and Communication	370
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Other	78

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Teaching Fellow: Vacancy Overview

Vacancy Type/Job category: Teaching Only

Department: WMG

Location: The University of Warwick - Coventry

Vacancy Overview: Permanent Position

them

WMG is a global venture and provides innovative solutions to industry, having an international reputation supporting some of the most advanced research, development and education programmes in the world. As part of our continuing expansion and development we are looking to strengthen our team by recruiting a Teaching Fellow to support the planning and delivery of Research Methods and Study Skills as well as support other administrative activities for our FT Master's programme. This is an exciting opportunity to contribute to an established programme of study, undertaking teaching to support the work of the department, and developing and enhancing its teaching reputation, both internally and externally.

you

You will use your expertise to develop new training materials, and define appropriate learning objectives to meet the needs of the students. You will assess the work and progress of students, and select the appropriate tools to do this. You will also carry out necessary course administration duties. You will have a good relevant honours degree and Postgraduate Qualification (i.e. Master's degree) preferably combining both engineering and management, along with sufficient breadth or depth of specialist knowledge in the discipline of Study Skills and Research Methods. You will also have good knowledge and experience of teaching methods and techniques to be effective in the role.

benefits

In return we will provide you with a great range of benefits which include an attractive pension scheme, 30 days holiday plus Christmas closure, some fantastic savings on a wide range of products and services, and excellent learning and development opportunities.

Teaching Fellow: Job Description

Job Purpose

As a member of a teaching team in a developing capacity within an established programme of study, undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally.

Duties and Responsibilities

what

Teaching and Learning Support

1. To teach at WMG's master's level education provision as a member of a teaching team with the aim of supporting the delivery of the Research Methods and Study Skills modules.
2. To develop own teaching materials, methods and approaches with guidance where necessary.
3. To identify learning needs of students and define appropriate learning objectives.
4. To ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
5. To select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
6. To supervise Master's students. Set, mark and assess work and examinations and provide timely feedback to students.
7. Use appropriate teaching, learning support and assessment methods in order to support the work of the department and develop and enhance its reputation, internally and externally.

Administration and Other Activities

1. To undertake duties related to course administration, such as attendance records, etc.
2. To attend departmental meetings as required.
3. May be expected to assist in the preparation of proposals or applications to external bodies.
4. To participate in and develop internal and external networks, contribute to student recruitment, secure student placements and facilitate outreach work.

Teaching Fellow: Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

who

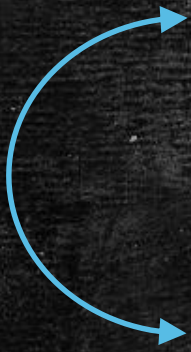
how

- A good relevant honours degree and Postgraduate Qualification (i.e. Master's degree) preferably combining both engineering and management (a) (c)
- Sufficient breadth or depth of specialist knowledge in the discipline of Study Skills and Research Methods, and of teaching methods and techniques to work within own area (a) (c) (d)
- Competence in teaching (a,c,d)
- Good IT skills, computer literacy and experience of standard software packages, including the use of multimedia and e-learning (a) (c)
- High level of interpersonal and written and oral communication skills (a) (c) (d)
- Developing familiarity with a variety of strategies to promote and assess learning (a) (c) (d)
- Ability to work as a part of a team (a) (c)
- High level of self-motivation (a) (c)

How did I apply?

CV for academic jobs, sample headings

- Education
- Teaching Experience
- Mentoring Experience
- Awards, Certificates & Courses
- Research Interests
- Publications
- Conference Presentations
- Volunteer
- References



CV for non-academic jobs, sample headings

- Profile
- Experience
- Education
- Skills

the difference is in
**what's relevant and
depth of detail**

Difference in detail, I

2014 - Present

Seminar Tutor, Warwick Business School

Received teaching awards for academic years 2015-2016 and 2016-2017. First respondent to student questions and requests. Provided successful, engaging instruction to over 500 undergraduate students on management subjects, including:

- Foundations of Organisational Behaviour (IB1230), 170 students, 80 hours
- Management, Organisation & Society (IB1380), 180 students, 75 hours
- Organisational Analysis (IB2380), 120 students, 45 hours
- Changing Organisations (IB2390), 45 students, 10 hours
- Markets, Marketing and Strategy (IB1170), 50 students, 10 hours



Please read attachment for student feedback from the 2016-2017 academic year.

Academic CV

Seminar Tutor, Warwick Business School, 2014-Present

Foundations of Organisational Behaviour (IB1230), NIE Dr. Camilla Maclean
Management, Organisation and Society (IB1380), NIE Dr. Dulini Fernando

Non-Academic CV

Difference in detail, II

Profile

Dedicated and ardent doctoral student with experience in teaching, writing, and research seeking new opportunities to encourage and enable student excellence.

Non-Academic CV

RESEARCH INTERESTS

My current research centres on interdisciplinary approaches to studies of work and organisation using paintings. I also write on international management, feminism, and culture studies.

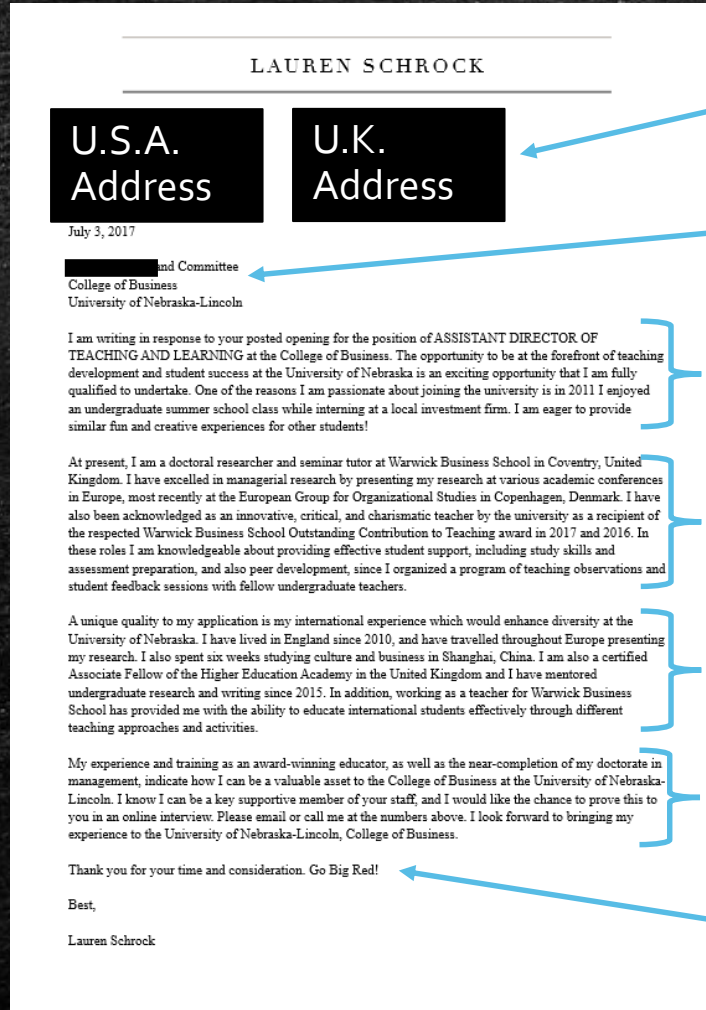
Academic CV

- (General) Profile
- Teaching Profile (“Teaching Philosophy”)
- Research Profile (“Research Interests”)

Tips for a successful CV

- Easy to look at
- Easy to read
- Appropriate detail (quantify if possible)
- Relevant areas covered
- Organise the CV to the job description (e.g. teaching-oriented)

How to write a successful cover letter?



Contact information

Specific to interviewer

What am I applying for? Why?

Who am I? Why am I qualified?

Why am I unique?

What can I offer?

Personalise

one page
and easy
to read

How to write a successful cover letter?

At present, I am a doctoral researcher and seminar tutor at Warwick Business School in Coventry, United Kingdom. I have excelled in managerial research by presenting my research at various academic conferences in Europe, most recently at the European Group for Organizational Studies in Copenhagen, Denmark. I have also been acknowledged as an innovative, critical, and charismatic teacher by the university as a recipient of the respected Warwick Business School Outstanding Contribution to Teaching award in 2017 and 2016. In these roles I am knowledgeable about providing effective student support, including study skills and assessment preparation, and also peer development, since I organized a program of teaching observations and student feedback sessions with fellow undergraduate teachers.

A unique quality to my application is my international experience which would enhance diversity at the University of Nebraska. I have lived in England since 2010, and have travelled throughout Europe presenting my research. I also spent six weeks studying culture and business in Shanghai, China. I am also a certified Associate Fellow of the Higher Education Academy in the United Kingdom and I have mentored undergraduate research and writing since 2015. In addition, working as a teacher for Warwick Business School has provided me with the ability to educate international students effectively through different teaching approaches and activities.

Tips for a successful cover letter

- Personalise to the organisation (job description and person specification)
- Weave together description (qualities) and fact (achievements, experiences)
- Easy to look at
- Easy to read

Thank you.