

Date of Posting: July 15,2024
Department: Mathematics & Statistics
Course/Position: MTHE 494 –Teaching Assistant
Supervisor: Priya Rajan (MTHE Program Associate)

Description of the work:

The Department of Mathematics & Statistics at Queen’s University invites applications from qualified applicants for a teaching assistant (TA) position. The TA will support the technical writing portion of MTHE 494. The TA will attend technical writing lectures, assist the writing coordinator in marking and discussions, help the students with the technical writing deliverables, and communicate with students, as necessary.

The TA will work with the MTHE 494 writing coordinator and the MTHE Program Associate.

Start date: September 03, 2024

End date: November 29,2024

Duration of work term: 12 weeks

Hours: 7 hours / week

Qualifications required:

- Pursuing master’s or PhD in English, Professional and/or technical writing, or equivalent.
- Experience working as a Technical Writer would be considered as an asset.
- A strong technical and professional writing background would be considered as an asset. (include publishing history and writing samples).
- Experience in facilitating group discussions is preferred.
- Excellent communication skills.
- Familiarity with both MAC and PC environments, significant experience in the MS Office Suite.

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

Please note, if you have not worked for Queen’s before, you will be required to complete online training in Health and Safety Awareness, and Access for Ontarians with Disabilities, for which you will be paid.

Teaching Assistantships are filled according to Group Preferences set out in the Collective Agreement between Queen's University and the Public Service Alliance of Canada (PSAC 901 <http://psac901.org/>).

First Preference – Group A

Is for qualified graduate students registered as:

students in a department or program in which the TAship will be offered; or
students in an interdisciplinary program with TA budget resources, and for whom the TAship has been granted as part of the funding commitment offered by the Employer.

Second Preference – Group B

Is for qualified graduate students registered as:

students in a department or program in which the TAship will be offered; or
students in an interdisciplinary program with TA budget resources, and who are in their first unfunded year of their graduate studies program.

Third Preference – Group C

Is for qualified graduate students registered as:

students in a department or program in which the TAship will be offered; or
students in an interdisciplinary program with TA budget resources, and for whom the TAship will not form part of the funding commitment offered by the Employer; or
there is currently no funding commitment provide by the Employer.

Fourth Preference – Group D

Is for qualified graduate students that have previously held a TAship or TFship for the Employer.

Fifth Preference – Group E

Is for qualified graduate students that have not met the criteria as set out in 12.04 A, B, C, or D.

We thank all applicants for their interest, however only the successful candidate(s) will be contacted