

AVAILABLE: Teaching Assistant/Academic Assistant positions to support online offering of the following WRIT courses:

Course	Term	Max Enr	Estimated Enrolment	Estimated # of TAs/AAs*	Estimated Hours per TA/AA
WRIT250 Writing in Business Contexts	Fall 2024	100	100	4	90
WRIT265 Editing in Academic and Professional Contexts	Fall 2024	150	150	5	117
WRIT120 Fundamentals of Effective Writing	Winter 2025	200	200	6	126
WRIT125 Fundamentals of Academic Essay Writing	Winter 2025	200	200	6	135
WRIT225 Writing for Research, Analysis, and Reflection	Winter 2025	95	95	3	113

For information about these courses, see http://www.queensu.ca/artsci_online/courses.

Responsibilities:

The teaching assistant will be expected to grade assignments, facilitate online discussion forums, and be available online to assist students with course work. More specific expectations will be covered at the beginning of the term.

Requirements:

Candidates should have an M.A. or M.Sc. and teaching/marking experience at the university level in writing, composition, or communications. Knowledge of basic concepts in grammar is required; for 200-level courses, familiarity with the type of writing concerned is an asset. Previous experience with online courses, familiarity with an online learning management platform such as onQ, Brightspace/Desire2Learn and videoconferencing software (eg Blackboard Collaborate, Zoom) is also an asset.

The primary purpose of these positions is to support undergraduate teaching in an online course. Some training and preparation are needed before the start of the course. Candidates must be prepared to work outside of the regular 9-5 work week.

Excellent communication skills are essential, as is superior computer proficiency and ability to work closely with undergraduate students. Successful candidates will be expected to have continuous access to high-speed internet in order to provide prompt online advice and electronically monitor the progress of students.

Term Dates:

Courses in Fall session: September 3 – December 3

Courses in Winter session: January 6 – April 4

Contract Hours and Rate of Pay

*Positions will be offered only if course enrolment allows. The actual number of hours of work will be determined depending on class size. The rate of pay is commensurate with the rates specified in the collective agreements of Teaching Assistants (PSAC) and Academic Assistants (USW).

To Apply:

Apply in writing with a cover letter and resume or CV to Lori Vos, Undergraduate Coordinator of Writing Courses, the Faculty of Arts and Science, at vosl@queensu.ca. Applications for Fall courses must be received by **Monday, July 29, 2024**. Applications for Winter courses must be received by **Monday, November 4, 2024**.

The University invites applications from all qualified individuals. Queen's University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Lori Vos, vosl@queensu.ca.