|  |  |
| --- | --- |
|  | **University of Victoria Posting**  **Cupe 4163 Specialist Instructional** |

|  |  |
| --- | --- |
| **Position Title: TA** | **Appointment From: Sept 4, 2024 To: Dec 15, 2024** |
| **Department: EPLS** | **Instructor: Dr. Jillian Roberts** |
| **Hourly Rate: $30.87** | **Hours Available:75 HOURS** |
| **Course:** ED-D 420:LEARNING SUPPORT: CONTEXT AND KEY ISSUES | **Course Description:** Learning Support: Context and Key Issues examines both the practice and philosophy of Inclusion as it applies to educators and students alike. Topics will include BC Ministry policies on special education, concepts of terminology & labelling, assessment utility and limitations, strategies for supporting all of your diverse future students. |
| **Required Qualifications and Experience:**  - Completed BA Psychology  - Masters or Doctoral Degree in Educational Psychology in progress  - Successful experience supporting faculty with physical/medical accommodations  - A minimum of two years of experience working with the BrightSpace platform, with demonstrated proficiency in the areas of design, exam creation, and content copying.  Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.  - Excellent communication skills, both written and verbal, with the ability to interact effectively with faculty, students, and technical support staff.  - Attention to detail and a commitment to accuracy in all tasks.  - Ability to work independently as well as part of a team.  - Familiarity with educational technologies and a willingness to learn new tools and platforms as needed. | |
| **Job Description/Responsibilities:**  BrightSpace Design and Setup: Assist Professor in setting up course on the BrightSpace platform, including creating course structures, organizing content, and ensuring an intuitive and user-friendly layout. Help troubleshoot technical issues related to the BrightSpace platform and provide basic technical support to students.  Copying Course Content in BrightSpace: Efficiently copy and transfer course content from previous semesters or different courses, ensuring that all materials are accurately replicated and updated as necessary.  Editing Video Content: Assist in the creation and editing of video content for lectures and other instructional materials, ensuring high-quality production and alignment with course objectives. Support the integration of multimedia and other digital resources into course content.  Facilitating Class Discussions: Facilitate and moderate online and in-person class discussions, encouraging student participation and engagement.  Administrative Support: Provide general administrative support to lecturers, including scheduling meetings, managing communications, and maintaining records. | |
| **How To Apply:** Interested candidates should submit a cover letter, resume, and contact information for please include at least two professional references to jjrobert@uvic.ca. In your cover letter, please detail your experience with the BrightSpace platform and any relevant qualifications that make you a strong candidate for this position. Please email your application to jjrobert@uvic.ca | |
| **Submission Deadline: July 25, 2024** | |
| **It is anticipated final employment decision will be made by: August 7, 2024** | |

Appointments will be made in accordance with Article 13.02 (Appointment Procedures) and Appendix A of the CUPE 4163 Collective Agreement. Selection criteria will include: qualifications and ability based on academic merit and related experience, the career and/or pedagogical value that the experience in a particular position will provide the student, the student’s preferences, and other sources of graduate student financial support being received*.* See Schedule 1 in the Collective Agreement for wages. Application does not ensure employment.

***The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities and aboriginal persons.***