

# Winter 2024–2025 Specialist Instructor Competition Details

Posting Date: June 7, 2024 Closing Date: July 5, 2024 at 16:00

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**Department:** School of Earth and Ocean Sciences

**Estimated number of positions available<sup>1</sup>:** *approximately 60*

**Hourly rate:** \$31.80<sup>2</sup>

**Total hours per appointment:** TA – *up to 98*<sup>3</sup>

*Marker – varies, according to enrollment.*

**Terms of appointments<sup>4</sup>:** Fall Term *Sept. 4 – Dec. 20, 2024.*

Spring Term *Jan. 6 – Apr. 25, 2025.*

## Summary of Duties and Responsibilities:

Under the supervision of the course, or senior laboratory, instructor, the applicant will be responsible for performing some or all of the following tasks:

- Preparation for and leading weekly lab sessions<sup>5</sup>
- Grading of lab assignments, quizzes, or exams
- Holding on-line Q & A sessions, or weekly 'office hours'
- Attending weekly organizational meetings
- Operating teaching equipment (microscopes, audio-visual, etc.)
- Grading of lecture mid-term or final exams<sup>6</sup>

## Required Qualifications & Experience:

- An undergraduate degree in a related discipline.
- A working knowledge of the subject being taught.
- Well-developed communication and organizational skills.
- Proficiency speaking and writing in the English language.
- Previous teaching experience, while not a requirement, is preferred.
- A working knowledge of video communication (*e.g.*, Zoom) and learning management systems (*e.g.*, Brightspace)<sup>5</sup> software is an asset.

To apply, please complete the online form [here](#) and send a copy of your CV and an unofficial transcript (or a simple listing of courses you have taken) to [seosgsec@uvic.ca](mailto:seosgsec@uvic.ca)

***The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University.***

*In accordance with appointment procedures laid out in Article 13.02 of the CUPE 4163 Collective agreement (Components 1 & 2), employment will first be offered to graduate students in their academic department according to the following selection criteria:*

- I. the qualifications and ability of the candidate(s) based on academic merit and related experience;*
- II. the career or pedagogical value that the experience in a particular position will provide the student;*
- III. the student's preferences; and*
- IV. other sources of graduate student financial support being received.*

*Appointment priority will otherwise be in accordance with the Appointment Priority Policy guidelines laid out in Appendix A of the Collective Agreement. Non-affiliated, but qualified applicants are welcome to apply for positions, but will be considered lower priority for hiring.*

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<sup>1</sup> Enrollment or funding dependant.

<sup>2</sup> Hourly rate for senior assistants effective Sept. 1, 2024. UVic Policy Guide 32 restricts full-time graduate students to a maximum of 14 hours employment per week. Subject to change as of this posting.

<sup>3</sup> Reduced if dual appointment (same course and same term).

<sup>4</sup> The term of the appointment *may* extend beyond the examination period, where TA's are responsible for the marking of final exams.

<sup>5</sup> Workshops are available through the [LTSI](#) to help gain this experience. A basic level of knowledge in course material is expected. Depending on the experience of the TA, some personal time may be required to adequately prepare for leading lab sessions.

<sup>6</sup> Usually only expected of teaching assistants in first-year courses.