Opportunities – Teaching Assistant Consultants (TACs)

The Learning and Teaching Centre (LTC), University of Victoria

Teaching Assistant Consultants (TACs) Job Description
(Subject to funding availability)

Closing date: May 31, 2015

Position responsibilities can include:

- Each TAC will be responsible for supporting a certain number of TAs. In some cases the TAs will be in just one department/school. In other cases, due to the smaller number of TAs, TAs may have been grouped by prior arrangement into similar disciplinary areas, in which case the TAC will be responsible for a broader group of TAs. Exact groupings, if applicable, will be made clear at the interview stage.
- Offer at least 8 hours of professional development workshops for your group of TAs in consultation with the department(s)/school, the graduate advisor(s), and the LTC Professional Development Programs and TA Training Manager. These workshops should be scheduled at such times as to meet the needs of your group of TAs (the topics they need to know when they need them, typically in September and October) as well as to maximize their ability to attend.
- Meet one-on-one with the LTC Professional Development Programs and TA Training Manager ahead of your own workshop delivery, bringing your draft workshop outlines with you for discussion.
- Attend the TAC preparation week in August, 2015, and TAC group meetings monthly during term of appointment.
- Conduct teaching observations of new TAs in your department(s) and provide written and face-to-face feedback to each TA. Provide teaching observations and feedback for experienced TAs when requested.
- Conduct scheduled and/or by appointment one-on-one consultations with your group of TAs. One-on-one consultations should occur on a regular basis, at least three times per term with each new TA. One-on-one consultations with experienced TAs will occur at the beginning of term to determine their needs and thereafter when requested.
- Share relevant resources with your TA group and forward the monthly LTC mailings to your TAs, which offer opportunities for TAs to learn about a wide range of teaching and learning topics, as well as to share items of interest from the department/school or post common solutions to frequently asked teaching questions in your area.
- Undertake relevant administrative duties related to the role including liaising with the LTC, scheduling workshops, representing the program at department meetings, writing reports, etc.

The standard CUPE 4163 rate of $24.21 an hour plus 4% vacation pay applies, for a commitment of 110 hours that will not exceed 14 hours of work per week, beginning August 1, 2015 and ending April 30, 2016. Exact hours and duties are outlined in the TAC Guidebook and Duties
checklist that will be filled out and agreed to by each TAC with the LTC Professional Development Programs and TA Training Manager at the beginning of the appointment and reviewed midway through the appointment. We anticipate hiring 10 to 15 positions depending on funding and departmental interest.

**Requirements**

- Registered as a full-time Masters or PhD student at UVic for the 2015-2016 academic year.
- Demonstrated interest in supporting student learning and an ability to work with a wide range of colleagues in a professional and respectful manner.
- Ability to work with diverse populations.
- Previous work experience as a TA (including roles with a relatively high level of autonomy) in a post-secondary institution.
- Highly developed interpersonal skills, evident in an ability to work as part of a team and communicate effectively in a range of forums (e.g. email, written memos, etc).
- Be available to deliver at least 8 hours of workshops to your designated group of TAs at times that meet their needs (often this means front-loading workshops in the fall term).
- Be available on campus and available for his or her duties on August 1, 2015.
- Be available to attend the TAC preparation week from August 4 to 7, 2015, 9 am to 5 pm each day.
- Able to provide a TA teaching preparation program plan for your department(s) before September 1, 2015.
- Good working knowledge of Word, Excel, email and listservs.
- Demonstrated excellence in time management with the ability to complete tasks in a timely manner, and in the time allocated, and an ability to juggle competing priorities effectively.
- Applicants from the following departments are particularly encouraged (however, other departments will be considered): anthropology, chemistry, computer science, economics, education, electrical engineering, English, environmental studies, exercise science, physical and health education, geography, Greek and Roman studies, history, history in art, mechanical engineering, music, Pacific and Asian studies, physics and astronomy, political science, psychology, sociology, theatre, visual arts, and writing.

**Preferred experience and knowledge**

Applicants, who have experience in the following or are interested in developing the following, are especially encouraged to apply:

- Clear understanding of key issues impacting teaching and learning in higher education at institutions such as UVic, particularly the challenges both undergraduate and graduate students face in achieving their learning goals.
- Proof of taking a course about teaching in higher education, such as UVic’s ED-D 614 (or equivalent) or holding a TA Fundamentals from UVic.
- Basic knowledge of student services at UVic in order to be able to refer students appropriately.
• Interest in interdisciplinary collaborations.
• Interest in teaching with technology.
• Experience with peer-mentoring.
• Understanding of teaching assistant development and your role in that development.
• Ability to self-reflect and interest in your own professional development.

*Applicants who see teaching at a post-secondary institution as integral to their career development are especially encouraged to apply.*

**Applications**

Please submit an application package that consists of the following:

• A *cover letter* outlining why you are interested in this position, what skills and experiences (especially teaching and mentorship) you bring to the role of TAC, and how you would enhance TA teaching preparation in your department(s).

• A *resume*, which clearly outlines your experience. Please note that “TA,” or “teacher” needs to be followed by a description of duties. Your resume should also include a statement of when you intend to graduate from your program. Please note that this document should be a resume, not an academic CV.

• A *contextualized, brief teaching narrative (philosophy)*. Please explain your approach to teaching and mentoring with reference to concrete examples. It should be no more than two pages, double-spaced.

• Example(s) of instructional materials you developed to help TAs or students in your discipline.

• Names and contact information of three *referees* who will be able to attest to your suitability for the role outlined above as well as your ability to multitask and complete administrative duties successfully. It is preferred that one reference be from a supervisor for whom you have worked, one be from a student who can attest to your teaching abilities, and one from a peer TA.

Incomplete applications will not be considered. An application does not ensure employment.

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

Please send applications to Cynthia Korpan, the LTC Professional Development Programs and TA Training Manager, via email with attachments to tatrain@uvic.ca by 4 pm on May 31st 2015. If you require more information, please call Cynthia at 250-472-4798 before the deadline.