

**Job Description**

TA/Demo/Tutor/Sem Leader 1 - Arts 1110 (CUPE TA)

Course Name: Arts 1110

Appointment Date: August 26, 2024 to December 20, 2024

Hourly Rate: \$19.90 plus 6% vacation pay (under review)

**For more information, please contact:**

Program Assistant, Arts 1110

Phone: 204-474-7260

Email: arts1110@umanitoba.ca

**RESPONSIBILITIES**

Arts 1110 introduces first-year students to typical university study and writing expectations. As a W designated course (fulfilling the Written English Requirement), Arts 1110 supports student learning and writing through a two-part structure, with a large weekly lecture section taught by an instructor and a smaller weekly writing lab taught by a teaching assistant. Each TA plans and teaches one weekly writing lab with a maximum of 30 students and marks all assignments for those students.

Arts 1110 lectures and labs are expected to meet fully in person for the 2023-24 academic year, and teaching assistants must be available to teach their weekly labs in person, meet weekly with their instructor in person, if required, and assist with in-person exams. Please note that the successful applicant must also be willing and able to work remotely should University of Manitoba policies require a return to remote teaching.

- Attend orientation, planning and coordinating meetings as may be scheduled for staff in the course
- May be required to attend lectures and other sessions of instruction in the course.
- Consult with the employment supervisor responsible for the course(s) for direction on assigned responsibilities.
- Prepare instructional material such as handouts, assignments, problem sets, tests, exams and present to students in a variety of settings such as tutorials, laboratories, or seminars.
- Mark student work including the work submitted by students in the tutorial, lab or seminar for which the TA is responsible and the assigned portion of the work submitted by students in the course generally, e.g. the midterm exam, final exam or major project, the marking of which may be shared among the staff in a course under the direction of the employment supervisor responsible.
- Consult with students by maintaining regularly scheduled and posted times for such consultation (office hours) and provide a reasonable amount of informally scheduled consultation if necessary.
- Such other related duties as may be assigned, e.g. development or adaptation of audio visual material, preparation of experiments, participation in field trips, etc.
- Occasional approved substitution for other members of the teaching or teaching support staff including the necessary related tasks.
- May initiate or be required to initiate information to students identifying assignment problems or misinterpretations.

If you are an international student you must have a valid study permit which states that you are allowed to work on campus, and you must be enrolled as a full-time University of Manitoba student for the duration of any appointment.

Applications may be considered after the posting closing date.

## **QUALIFICATIONS**

- Completion of academic studies and experience which have resulted in an expertise specifically appropriate to assisting in the instruction of the course(s) assigned
- An empathetic approach to the instructional needs and concerns of students
- Effective skills in the English language

## **ADDITIONAL INFORMATION:**

Preference will be given to applicants who meet the following criteria:

- A current University of Manitoba student in good academic standing
- Minimum 3.0 GPA
- Strong background in essay writing
- Demonstrated ability to work effectively with students of diverse educational, age, racial, ethnic, and cultural backgrounds
- Previous experience with tutoring, teaching, coaching, or in other leadership roles

**PLEASE ATTACH A COPY OF YOUR LATEST STUDENT TRANSCRIPT. PAST ACADEMIC PERFORMANCE MAY BE A SIGNIFICANT FACTOR IN SELECTION DECISIONS.**

In ONE document, please combine the following and upload to your application:

- a cover letter
- your resumé
- a copy of your most recent unofficial transcript
- a sample of your academic writing that includes citations and references

All applicants must be prepared to provide two references on request. At least one of these must be an academic reference.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and gender identities, and others who may contribute to the further diversification of ideas. All candidates must be legally entitled to work in Canada.

If you require accommodation supports during the recruitment process, please contact [UM.Accommodation@umanitoba.ca](mailto:UM.Accommodation@umanitoba.ca) or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.