Confirmed by the Office of the Dean: fe

Pending Budgetary Approval: y
Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement: [ ]

**Posting Number:** 23-1005

**Posting Date:** August 17, 2023

**Closing Date:** August 24, 2023

**Position Title:** Marker/Grader

**Department/Program:** School of Business

**Course Number:** ADMN-1000H-A

**Course Title:** Contemp. Issues Management

**Campus Location**: Peterborough

**Start Date: September 1, 2023**

**End Date: December 22, 2023**

**Hourly Rate (Excl. 4% vacation pay):**  $22.17 Subject to contract negotiations

**Maximum Hours for Hourly Positions:** up to 125

**Projected Enrolment:** 300

**BRIEF DESCRIPTION OF DUTIES**: (include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement)

**Marker/Grader** shall be defined as an individual who prepares for and completes the marking and/or grading of the work of students in a course, tutorial/workshop or lab. Duties related to the position, which shall be in accordance with University and departmental practices, shall be determined by the person(s) who has (have) principal responsibility for the course. Such duties normally include preparation based on course materials; marking and/or grading of lab reports, assignments, tests, exams and essays, including commenting upon students' work as required.

The marker should demonstrated knowlage in the subject they are marking for.

**QUALIFICATIONS:**

- BA. Required, BBA required.
- Strong organization and communication skills.
- Previous experience marking preferred
- Experience using Blackboard for marking an asset.

**APPLICATION PROCEDURES: (**Required supporting documentation, transcripts, CV, Referees, etc.)

Please submit an up to date CV and cover letter with references.

Please forward application and documentation to: Dr. Byron Lew, Director, School of Business - admnjobs@trentu.ca. Please include the posting number in the subject line.

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact schoolofbusiness@trentu.ca

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.