Confirmed by the Office of the Dean (DUR): AA

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

**Posting Number:** 23-903

**Posting Date:**  August 3, 2023

**Closing Date:** August 24, 2023

**Position Title:** Workshop Leader – 1 group of 20

**Department/Program**: Cultural Studies

**Course Number:** CUST-1500H

**Course Title:** Intro to Modern Culture

**Position Start Date:** September 1, 2023

**Position End Date:** -- December 31, 2023

**Campus Location**: **Durham**

**Base Stipend or Hourly Rate (Excl. 4% vacation pay):** $3299.22 (subject to contract negotiations)

**Maximum Hours for Hourly Positions:** ---

**Projected Enrolment**: 20

**NOTE:**

* **This position may be subject to Right of First Refusal.**
* **If you are an enrolled Trent University Graduate student applying for this position, complete the** [**Trent University Graduate Student Approval Form**](https://www.trentu.ca/artsci/sites/trentu.ca.artsci/files/documents/Graduate%20Studies%20Course%20Instructor%20Approval%20Form_Fillable_0.pdf) **and submit it with your application.**

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

* Responsible for preparation and administration of workshops, facilitate discussion and answer student questions
* Marking student essays, tests and examinations
* Invigilate tests and examinations
* Submission of grades as required, attendance at lectures
* Maintain 1 or more office hours per week for student consultation outside of scheduled class time
* Grade breakdowns (with student info, assignment type, weighting, and grade clearly indicated) must be returned to the office by the grade submission deadline
* Exams must be returned to the department office once grading is complete
* Formal appealable work must be retained in accordance with appeals regulations (allowing time for RO to process appeal and forward to dept.), and i.nstructor must have active contact info on file for that period
* Have the flexibility to implement alternative modes of teaching in the event campus courses are interrupted or offered remotely.
* Prompt communication with students, Departmental Chair and Academic Administrative Assistant

**QUALIFICATIONS:**

Applicants should have a BA or MA in Cultural Studies or Media Studies. Well-developed organizational and administrative skills are essential; research or teaching experience in the subject area of this course will be an advantage.

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

1. Cover letter (must include personal mailing address with postal code and telephone number.
2. Curriculum Vitae
3. Names, phone number and e-mail addresses of three references
4. If applicable, include letter from Chair to verify ROFR status

Those holding ROFR status need only submit an up-to-date CV and notification of posting number for the position as well as a copy of the official letter proving ROFR.

Please forward application and documentation in ONE PDF file to:
cultstudiesjobs@trentu.ca c/o Professor Hugh Hodges, Chair, Cultural Studies, Scott House, Traill College, Trent University, Peterborough, ON K9L 0G2

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 hughhodges@trentu.ca

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