Confirmed by the Office of the Dean: AK

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

**Posting Number:** 24-191

**Posting Date:**  February 16, 2024

**Closing Date:** March 15, 2024

**Position Title:** Workshop Leader – up to 2 positions, 20 students per group

**Department/Program:** Communications

**Course Number:** 1000H

**Course Title:** Introduction to Communications

**Position Start Date:** June 17, 2024

**Position End Date:**  August 2, 2024

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

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $3502.92

**Maximum Hours for Hourly Positions:** NA

**Projected Enrolment:** N/A

\*Individuals with 5 years of continuous service receive 6% vacation pay

**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/humanresources/sites/trentu.ca.humanresources/files/documents/Graduate%20Studies%20Course%20Instructor%20Approval%20Form%202023%20Fillable.pdf) **and submit it with your application.**
* **Class times and locations are subject to change. Details can be found at:** [**www.trentu.ca/timetable**](http:// www.trentu.ca/timetable )

**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 instructor 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:**

● Preference will be given to candidates with a Masters in Communications, Media and Cultural Studies, or related area.   
● Knowledge of the course subject matter as evidenced by research activity and/or prior experience   
● Strong organizational, administrative, interpersonal and communication skills  
● Demonstrated evidence of high-quality teaching at the university level  
•Experience in using digital learning resources and assessments  
•Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration  
•High level of proficiency and independence using Blackboard Learning Management System

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

Please prepare an application cover letter accompanied by a full C.V. stating teaching experience, complete course evaluations, plus names and addresses of two referees, all submitted in a single pdf document.

Please forward application and documentation to: commsjobs@trentu.ca with 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  **christophercwynar@trentu.ca**

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