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:** 24-274

**Posting Date:**  March 12, 2024

**Closing Date:** April 2, 2024

**Position Title:** Academic Skills Instructor-Writing

**Department/Program:** Student Affairs Durham

**Position Start Date:** May 2, 2024

**Position End Date:**  July 31, 2024

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

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $38.06

**Maximum Hours for Hourly Positions:** 180

**Projected Enrolment:** Not applicable

\*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)

Designs and teaches academic skills through individual appointments, drop-in sessions, and group workshops to a range of undergraduate and graduate students. Topics covered include, but are not limited to essay writing, time management, study skills, exam preparation, critical reading, resume & cover letter critiques, and grammar. Appointments and workshops may be offered in person, online or by phone.

**QUALIFICATIONS:**

Master’s degree in education, language, or linguistics, or in a discipline emphasizing composition or communication skills; at least two years of directly-related academic-skills teaching experience at the post-secondary level; employment in the fields of editing, writing, English as a Second Language, and assisting students with learning disabilities will be a definite asset; or a reasonable equivalent combination of education and experience. Experience with online workshop development, instructional video creation and workshop delivery required.

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

CV, Letter of application and 3 Referees.

Please forward application and documentation to: Jenifer Richardson, Director, Student Affairs, Trent University Durham GTA, [jrichardson@trentu.ca](mailto:jrichardson@trentu.ca).

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  **jrichardson@trentu.ca**

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