

Confirmed by the Office of the Dean: MW

Pending Budgetary Approval: Yes

Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement: ☐

Department: Trent/Fleming School of Nursing

Position Start Date: 1/3/2027

Posting Number: 26-0886

Position End Date: 5/1/2027

Posting Date: 9/1/2026

Number of Positions or Workshops Available: 1

Closing Date: 9/22/2026, 4:00pm

Base Stipend or Hourly Rate (Incl. 4% vacation pay*): \$4,543.02

Position Title: Course Assistant

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

Course Number: NURS 1020H

Maximum Hours for Hourly Positions: N/A

Course Title: Clinical Practice in a Residential Setting

Projected Total Class Enrolment: 240

Campus Location: Symons

Maximum Size of Group/Workshop: 25

Delivery: In-person

Class times and locations are subject to change.
Details can be found at:

Term: Winter

<http://www.trentu.ca/timetable/>

NOTE: This position may be subject to Right of First Refusal.

DESCRIPTION OF COURSE AND DUTIES:

Practice course including learning centre activities (introduction to basic nursing skills and assessment) and group practice within a resident-centered long-term care home.

Course Assistant is responsible for:

- Assists Clinical Course Coordinators and Placement Coordinator in the organization of clinical placements
- Assisting in the preparation, handling and invigilation of course tests and exams
- Preparation, maintenance, and posting of student grades
- Maintenance of reasonable office hours for student contact
- General administrative duties as assigned by the person who has principal responsibility for the course

QUALIFICATIONS:

- Masters Preparation preferred. Completed Baccalaureate in Nursing required or Baccalaureate in Nursing or a discipline directly related to Nursing.
- Evidence of continuing professional development.
- Be a member in good standing with the College of Nurses.

APPLICATION PROCEDURES:

Submit applications to nursingadmin@trentu.ca and include the following:

- Posting number
- A cover letter
- An up-to-date curriculum vitae

- Names, phone numbers and e-mail addresses of three references
- If you are an enrolled Trent University Graduate student applying for this position, complete the [Trent University Graduate Student Approval Form](#) and submit it with your application.

For Multiple CUPE Applications to the School of Nursing:

- Submit only one application email
- Clearly list all positions, citing posting numbers
- Include order of preference of positions
- The number of positions you are applying for, for postings with multiple positions available.

Those holding RFR for a position, only submit an up-to-date C.V. and identify the posting number.

Only complete applications received by the posting closing date to nursingadmin@trentu.ca will be considered. Misdirected, incomplete and/or applications with incorrect posting numbers will not be accepted.

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 nursingadmin@trentu.ca.

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