Confirmed by the Office of the Dean: RG

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

**Posting Number:** 24-287

**Posting Date:** April 10, 2024

**Closing Date:** April 17, 2024

**Position Title:** Workshop Leader – 2 positions, 2 groups of 22 each

**Department/Program:** Chanie Wenjack School for Indigenous Studies

**Course Number:** INDG-HIST 2306H-W

**Course Title:** Foundations of Indigenous History

**Position Start Date:** May 1, 2024

**Position End Date:** -- June 21, 2024

**Campus Location**: Web Based Course

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $5,115.86

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

**Projected Enrolment**: 150

\*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)

Workshop Leaders should expect to work 9-15 hours per week from May 1-June 21st on the following tasks:

* Responsible for preparation and administration of online workshops and preparatory meetings with students, facilitate discussion, paying particular attention to timely and effective online interactions with students with regards to the content of the course, so as to improve learning experience and outcomes (e.g. discussion boards, Blackboard Collaborate (BB), VoiceThread (VT)).
* Using Blackboard Collaborate maintain contact with students and colleagues in the course.
* Monitor student engagement with BB and VT for the purposes of grading.
* Familiarity with the course syllabus and course content.
* When an in-person final exam is necessary, ensure availability to participate in invigilation.
* Maintain 1 or more online office hours virtually or in person, per week for student consultation regarding assignments and grades.
* Responsible for all communication with students in assigned seminar groups with respect to assignments, grades provided and feedback.
* Prompt communication with students, Sessional Faculty Member, and Academic Administrative Assistant.
* Forward communication from students regarding technical issues with BB and VT to IT and Course Instructor.
* Notify course instructor by lesson four of students who are not participating.
* Hold Zoom preparatory meetings with students within assigned seminar groups with respect to completing final assignments.
* Responsible for receiving, reviewing, providing feedback and grades on VT and BB for all assignments for students in assigned seminar groups in a timely fashion.
* Provide grades to the Course Instructor using the provided grade sheet as least two weeks prior to the final due date for grade submissions as outlined by the Registrar's Office.
* Submission of names and relevant information to the Course Instructor of students who should be considered for an INC standing by the last day of classes.
* 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.
* Fulfilling any other duties as assigned by the Course Instructor as needed.

**QUALIFICATIONS:**

* Education Required: Honours Bachelor. Knowledge of Indigenous Studies and experience teaching in the discipline also an asset.
* Experience as a Teaching Assistant or Workshop Leader in online courses.
* Specialized 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 engagement as a Workshop Leader or Teaching Assistant at the University level, specifically web-based courses.
* 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 and Voicethread.

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

● an up-to-date curriculum vitae

● names, phone numbers and e-mail addresses of three references

● if applicable, include letter from Chair to verify ROFR status

Please forward application and documentation to: indigenousjobs@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  **paulasherman@trentu.ca**

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