

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: 12/29/2024

Posting Number: 24-1193

Position End Date: 4/26/2025

Number of Positions or Workshops Available: 1

Posting Date: 8/30/2024

Closing Date: 9/23/2024

Base Stipend or Hourly Rate (Incl. 4% vacation pay*): \$4,282.24

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

Position Title: Course Assistant

Projected Total Class Enrolment: 180

Course Number: NURS 1020H

Course Title: Clinical Practice in a Residential Setting

Maximum Size of Group/Workshop: N/A
Class times and locations are subject to change.
Details can be found at:
<http://www.trentu.ca/timetable/>

Campus Location: Symons

Delivery: In-person

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:

(Required supporting documentation, transcripts, CV, Referees, etc.)

- A cover letter
- An up-to-date curriculum vitae
- Names, phone numbers and e-mail addresses of three references
- If applicable, include letter from Chair/Dean to verify ROFR status
- 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.

CUPE 1 - BARGAINING UNIT POSITION

If you are applying to more than one CUPE position with the Trent/Fleming School of Nursing in a given semester, we ask that you submit only one application email, which clearly states all positions you are applying for in order of preference. In the case of a single posting with multiple positions available, identify the number of positions you are applying for.

Please include the posting number for each position in the subject line. Only complete applications received by the posting closing date will be accepted.

Forward application and supporting documentation to:

nursingadmin@trentu.ca

Attn: Hiring Manager

Trent/Fleming School of Nursing

Trent University

Only complete applications submitted on time to nursingadmin@trentu.ca will be considered. We will not be responsible for misdirected or incomplete applications.

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.