**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Teaching Assistant

**Job Number:** SS-018

**NOC:** 4012

**Band:** 7

**Department:** Psychology

**Supervisor Title:** Chair, Psychology

**Last Reviewed:** January 1, 2001

**Key Activities**

1. Plans, prepares, organizes and presents laboratory sessions (under supervision), and analyzes class data.
2. Evaluates students on the basis of written work; assigns and records marks (under supervision of faculty members).
3. Meets with students individually:

 -provides remedial help;

 -provides guidance to students in preparation of essays and research proposals;

 -provides feedback on performance and suggestions for improvement;

 -helps students interpret results from laboratory experiments.

1. Invigilates tests and examinations.
2. Building Fire Warden.

**Education**

Honours B.A. or B.Sc. in Psychology (minimum) (M.A. or M.Sc. in Psychology or a related discipline preferred)

**Experience Required**

* Previous experience as a post-secondary teaching assistant, marker, or instructor.
* Strong background in experimental methods and statistics
* Some familiarity with Web-CT technology
* Excellent interpersonal and communication skills.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.