**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Teaching Assistant

**Job Number:** SS-054

**NOC:** 4012

**Band:** 7

**Department:** School of Business

**Supervisor Title:** Director, School of Business

**Last Reviewed:** February 5, 2001

**Job Purpose**

In consultation with faculty in the School of Business, prepares and delivers weekly tutorials; completes grading of assignments, tests and final exams; offers assistance to students; maintains Blackboard and web pages for accounting courses.

**Key Activities**

1. In consultation with faculty, prepares and delivers weekly tutorials.
2. Completes grading of assignments, tests and final examination in accordance with marking schemes provided. Provides grades for addition to student grade record and provides, at regular intervals, an analysis of student progress in general. Monitors individual student performance and refers students in difficulty to faculty.
3. Offers individualized attention, through various formats such as workshops, e-mail, or one-on-one meetings. Offers assistance to students learning computerized accounting packages.
4. Maintains Blackboard and web pages for introductory courses.
5. Invigilates tests and examinations.
6. Attends course meetings and lectures, as well as program meetings.

**Education**

Honours Bachelor’s Degree (BBA or B.Comm) with accounting specialty

**Experience Required**

1. One year required in each of accounting-related experience and teaching-related experience.
2. Strong background experience (academic or professional) in organizational, managerial and communication issues.
3. Excellent interpersonal and communication skills.
4. Experience with facilitation and small group management.
5. Strong writing, editing, evaluation and feedback skills and experience.
6. Strong computer skills, including word processing, spreadsheets, and Blackboard.

**Communication**

Internal:

* Student
* Faculty
* Staff