**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Teaching Assistant (Accounting)

**Job Number:** SS-060

**NOC:** 4012

**Band:** 7

**Department:** Business Administration

**Supervisor Title:** Chair, Business Administration

**Last Reviewed:** February 25, 2004

**Job Purpose**

In consultation with faculty in Business Administration, prepares and delivers weekly seminar/workshops; 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 seminar workshops in Accounting (Financial and Management) and Finance areas.
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.
3. Monitors individual student performance and refers students in difficulty to faculty. Maintains student gradebook and calculates final grades for submission to Registrar’s office.
4. Offers individualized attention, through various formats such as workshops, e-mail, or one-on-one meetings.
5. Maintains Blackboard and web pages for accounting and finance courses.
6. Invigilates tests and examinations. Attends course meetings and lectures, as well as relevant program meetings.

**Education**

Honours University Degree (4 year) in Bachelor of Business Administration or Bachelor of Commerce with Accounting specialty, or CMA, CGA or CA with teaching experience.

**Experience Required**

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

**Responsibility for the Work of Others**

Direct Responsibility

* Student markers

**Communication**

Internal:

* Students
* Faculty
* Staff

External

**Motor/ Sensory Skills**

* Dexterity - word processing, especially responding to student e-mails
* Fine motor skills, Co-ordination - using a mouse and physically marking/grading student course work for many hours at a time walking/climbing stairs
* Stamina - standing for extended periods of time in order to conduct seminars
* Hearing - responding to student individual requests made in person
* Visual - all aspects of the job
* Speaking - conducting seminars

**Effort**

Mental:

* Patience, understanding - dealing with numerous students with varying degrees of need
* Compassion - same; also awareness of health, psychological issues inherent in student’s lives
* Flexibility - able to adapt to differing teaching styles of various faculty who we are teamed up with

**Working Conditions**

Physical:

* Marking/keyboarding
* Responding to e-mails - many hours required especially at the start of each term

Psychological:

* Disgruntled/distressed students - not trained to deal with student’s health and mental health issues which may present during providing assistance to students