**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Teaching Assistant

**Job Number:** SS-061

**NOC:** 4012

**Band:** 7

**Department:** School of Business

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

**Last Reviewed:** October 30, 2018

**Job Purpose**

In consultation with faculty in Business Administration, prepares and delivers weekly seminar/workshops; completes grading of assignments, tests and final exams; holds weekly office hours and offers assistance to students; maintains Blackboard pages for assigned courses.

**Key Activities**

Tutorials/Workshops;

1. In consultation with faculty, prepares and delivers weekly seminar workshops/tutorials in assigned areas.
2. Completes grading of assignments, tests and final examination in accordance with marking schemes provided; monitors seminar attendance and assesses seminar participation.
3. 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 and to university services.
4. Invigilates tests and examinations.
5. Coordinates student graders, including drop-off and pick-up of test and exam materials.
6. Attends course meetings and lectures, as well as relevant program meetings.
7. Supervises and evaluates student-presented seminars.
8. Participates in the training and supervision of student marker/graders
9. Coordinates with teaching assistants from Peterborough campus to ensure consistency of materials across campuses.

Student Support;

1. Meets with students individually and communicates via email to provide remedial help; to provide guidance to students in preparation for online labs, assignments, essays and research proposals; to provide feedback on performance and suggestions for improvement; to help students conceptualize and prepare reports and analyses; to explain and clarify course administrative information.
2. Meets with students individually to provide broader academic and university support, refers students to relevant university services as needed
3. Offers individualized attention, through various formats such as workshops, e-mail, or one-on-one meetings.

Administration;

1. Maintains and administers Blackboard (i.e. learning management system) page for relevant courses; administers and manages online groups
2. Maintains and administers course grading structure through Blackboard Grade Centre or master Excel grade file;
3. Administers online publisher content (eg Pearson MyLab) including administering in-class registration workshop, and multiple online quizzes;
4. Engages in professional development by researching new ways to engage students (including Teaching and Learning workshops), researching new seminar content and pedagogy options, staying current on university resources, services and initiatives relevant to students.
5. Other duties as assigned

**Education**

Honours University Degree (4 year) preferably in Business Administration or Bachelor of Commerce with Management specialty, and teaching experience.

**Experience Required**

1. One year required of 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. Experience with grading/marking of assignments, reports, tests, exams, etc.
6. Strong writing, editing, evaluation and feedback skills and experience.
7. Strong computer skills, including word processing, spreadsheets, and learning management platforms.

**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