**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Teaching Assistant (Issues & Skills)

**Job Number:** SS-061

**NOC:** 4012

**Band:** 7

**Department:** School of Business

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

**Last Reviewed:** February 25, 2004

**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.
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.
4. Supervises and evaluates student-presented seminars.
5. Meets with students individually to provide remedial help; to provide guidance to students in preparation of essays and research proposals; to provide feedback on performance and suggestions for improvement; to help students conceptualize and prepare reports and analyses.
6. Maintains Blackboard and web page for introductory courses.
7. Invigilates tests and examinations.
8. Attends course meetings and lectures, as well as program meetings.

**Education**

Honours University Degree (4 year) in Business Administration.

**Experience Required**

1. Strong background experience (academic or professional) in organizational, managerial and communication issues.
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 Web-CT.