Confirmed by the Office of the Dean: AK

Pending Budgetary Approval: Yes  
Emergency Posting in accordance with 5.05.03 (iv) of the Collective Agreement:

**Posting Number:** 24-283

**Posting Date:**  April 8, 2024

**Closing Date:** April 26, 2024

**Position Title:** Academic Skills Instructor-Mathematics

**Department/Program:** Student Affairs, Durham

**Course Number:** N/A

**Course Title:** N/A

**Position Start Date:** September 3, 2024

**Position End Date:**  April 25, 2025

**Campus Location**: **Durham**

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $39.20

**Maximum Hours for Hourly Positions:** 165

**Projected Enrolment:** Not applicable

\*Individuals with 5 years of continuous service receive 6% vacation pay

**NOTE:**

* **This position may be subject to Right of First Refusal.**
* **If you are an enrolled Trent University Graduate student applying for this position, complete the** [**Trent University Graduate Student Approval Form**](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/Graduate%20Studies%20Course%20Instructor%20Approval%20Form%202023%20Fillable.pdf) **and submit it with your application.**
* **Class times and locations are subject to change. Details can be found at:** [**www.trentu.ca/timetable**](http:// www.trentu.ca/timetable )

**BRIEF DESCRIPTION OF DUTIES**: (include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement)

Designs and teaches individualized programs and group workshops, which may include online, for students who need assistance in mathematical skills, specifically as they relate to courses in calculus, algebra, economics, and statistics, and to applications of mathematics in other disciplines, e.g., business administration, teaching, psychology, and sociology. Contact hours to be arranged depending on instructor’s schedule and on the demand for appointments. Appointments and/or workshops may be offered in person, online or by phone.

**QUALIFICATIONS:**

Bachelor’s degree in education or Honours B.Sc. in mathematics with some background in other areas where mathematics may be applied; several years of teaching experience at the secondary or university level; experience with creating/presenting material in a group workshop setting; a high degree of interpersonal and communication skills; ability to work effectively with university students and faculty but also to work independently with minimal supervision. Irregular and flexible schedule required. B.Ed is highly desirable. Experience in online workshop development and delivery.

**APPLICATION PROCEDURES**: (Required supporting documentation, transcripts, CV, Referees, etc.)

CV, Letter of application and 3 Referees.

Please forward application and documentation to: Jenifer Richardson, Director, Student Affairs, Trent University Durham GTA, [jrichardson@trentu.ca](mailto:jrichardson@trentu.ca).

The detailed terms and conditions of employment in relation to this position are in accordance with an existing collective agreement between the University and the Canadian Union of Public Employees, Local 3908.

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact  **jrichardson@trentu.ca**

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.