Confirmed by the Office of the Dean: RG

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

**Posting Number:** 24-818

**Posting Date:**  July 25, 2024

**Closing Date:** August 8, 2024

**Position Title:** Workshop Leader – 1 position, 5 groups of 18

**Department/Program:** Chanie Wenjack School for Indigenous Studies

**Course Number:** IESS 1001H-A, B

**Course Title:** Foundations for IESS

**Position Start Date:** September 1, 2024

**Position End Date:**  December 31, 2024

**Campus Location**: **Peterborough**

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $8,720.38

**Maximum Hours for Hourly Positions:** ---

**Projected Enrolment:** 90

\*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/registrar/academic-scheduling**](http://www.trentu.ca/registrar/academic-scheduling)

**BRIEF DESCRIPTION OF DUTIES**: (include any significant variation in duties/responsibilities as outlined in Article 5.04 of Collective Agreement)   
  
Workshop Leaders should expect to work approximately 13 hours per week from September -December on the following tasks:

* Responsible for preparation and administration of workshops, and preparatory meetings with students, facilitate discussion and answer student questions.
* Familiarity with the course syllabus and course content.
* Marking student essays, tests and examinations.
* Invigilate tests and examinations if applicable. Exams must be returned to the department office once grading is complete.
* Submission of grades as required, attendance at lectures (if applicable).
* Maintain 1 or more office hours per week for student consultation outside of scheduled class time regarding assignments and grades.
* Responsible for all communication with students in assigned seminar groups with respect to assignments, grades provided and feedback.
* Responsible for receiving, reviewing and providing feedback and grades for all assignments for students in assigned seminar groups in a timely manner.
* Provide grades (with student info, assignment type, weighting and grade must be clearly indicated) to the Faculty Member using the provided grade sheet at least two weeks prior to the final due date for grade submissions as outlined by the Registrar's Office.
* Have the flexibility to implement alternative modes of teaching in the event campus courses are interrupted or offered remotely.
* Prompt communication with students, Departmental Chair and Academic Administrative Assistant.
* Submission of names and relevant information to the Faculty Member of students who should be considered for an INC standing by the last day of classes.
* Formal appealable work must be retained in accordance with appeals regulations (allowing time for RO to process appeal and forward to dept.), and instructor must have active contact info on file for that period.
* Fulfilling any other duties as assigned by the Faculty Member as needed.

**QUALIFICATIONS:**

* Education required: Honours Bachelor. Graduate Degree preferred. Degree in the area of INDG, MASS, IESS or CSIS is an asset.
* Previous experience as a Teaching Assistant or Workshop Leader in in-person or online courses.
* Specialized knowledge of the course subject matter as evidenced by research activity and/or prior teaching experience.
* Demonstrated evidence of high-quality teaching at the university level.
* Strong organizational, administrative, interpersonal and communication skills.
* Proficiency and independence using Blackboard Learning Management System to remotely deliver course lectures, workshops, laboratories and tutorials if required.
* Experience using digital learning resources and assessments with students.
* The candidate must be familiar with the range of topics/concepts/theories/methods/applications.
* Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration.

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

● an up-to-date curriculum vitae

● names, phone numbers and e-mail addresses of three references

● if you have held a previous CUPE position in CWSIS within the last 12 months, please only submit an updated CV.

● if applicable, include letter from Chair to verify ROFR status

Please forward application and documentation to: indigenousjobs@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 **paulasherman@trentu.ca**

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