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:** 24-1381

**Posting Date:** November 11, 2024

**Closing Date:** November 25, 2024

**Position Title:** Workshop Leader - up to 2 positions (2 groups of 34 students)

**Department/Program:** Computer Science

**Course Number:** COIS-ADMN 1620H

**Course Title:** Introduction to Information Systems

**Position Start Date:** January 1, 2025

**Position End Date:** April 30, 2025

**Campus Location**: Web Based Course

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $6448.70

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

**Projected Enrolment**: 225

\*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)

* Responsible for preparation and administration of online workshops, facilitate discussion, paying particular attention to timely and effective online interactions with students with regards to the content of the course, so as to improve learning experience and outcomes (e.g. discussion boards, Blackboard Collaborate, Voice Thread)
* Using Blackboard Collaborate maintain contact with students and colleagues in the course
* Monitor student attendance for the purposes of grading
* Familiarity with the course syllabus
* When an in-person final exam is necessary, ensure availability to participate in invigilation
* Maintain 1 or more online office hours per week for student consultation outside of scheduled class time (skype, Zoom conference or Blackboard Collaborate)
* Prompt communication with students, Sessional Faculty Member, and Academic Administrative Assistant.
* Responsibility for receiving, reviewing, providing feedback on assignments and grading/ submitting grades to the Sessional Faculty Member
* Grade breakdowns (with student info, assignment type, weighting, and grade clearly indicated) must be returned to the office by the grade submission deadline
* Exams must be returned to the department office once grading is complete
* 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 Sessional Faculty Member as needed

**QUALIFICATIONS:**

* Education Required: BSc. in Computer Science or a closely related discipline
* Experience teaching online courses
* Specialized knowledge of the course subject matter as evidenced by research activity and/or prior experience
* Strong organizational, administrative, interpersonal and communication skills
* Demonstrated evidence of high-quality teaching at the university level, specifically web-based courses
* Experience in using digital learning resources and assessments
* Experience in the appropriate application of technology to support instruction, interaction, student self-directed learning, and collaboration
* High level of proficiency and independence using Blackboard Learning Management System

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

● a cover letter

● an up-to-date curriculum vitae

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

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

Please forward application and documentation to: Dr. Richard Hurley, Chair, Department of Computer Science, coisjobs@trentu.ca and indicate in the subject line "COIS-ADMN 1620H Workshop Leader

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  **rhurley@trentu.ca**

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