Confirmed by the Office of the Dean: RG

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

**Posting Number:** 24-1423

**Posting Date:** December 10, 2024

**Closing Date:** December 13, 2024

**Position Title: Course Assistant**

**Department/Program:** PSYC

**Course Number:** 1020H-WEB

**Course Title:** Introduction to Psychology I

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

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

**Campus Location**: **Web based - Peterborough**

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $4,282.23

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

**Projected Enrolment:** 250

\*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)

* + The Course Assistant is the individual who is assigned general administrative responsibilities in relation to the course, in addition to some marking /grading. Specific duties related to the position include attending the lectures, assisting in the preparation, handling and invigilation of the mid-term test and final exam (including picking up and dropping off exams at alternative testing sites), grading the short and long answer components of the final examination, preparation, maintenance and posting of student grades, monitoring student completions of the Academic Integrity Module, record keeping of Student Accessibility Services documentation and assisting in arranging accommodations, and the maintenance of reasonable office hours for student contact, including communicating with students via email..
  + Will assist in the development of assignments and tests.
* Have the flexibility to implement alternative modes of teaching in the event campus courses are interrupted or offered remotely.

**QUALIFICATIONS:**

* MA/MSc in Psychology or related field.

**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
* Please forward application and documentation to: Dr. Michael Chan-Reynolds, psychologyjobs@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 michaelchanreynolds**@trentu.ca**

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