Confirmed by the Office of the Dean: PCS

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

**Posting Number:** 24-1234

**Posting Date:** September 9, 2024

**Closing Date:** September 11, 2024

**Position Title:** Marker/Grader

**Department/Program:** Business Administration

**Course Number:** ADMN 3220H

**Course Title:** Organizational Selection in the Canadian Workplace

**Campus Location**: Peterborough

**Start Date: September 11, 2024**

**End Date: December 20, 2024**

**Hourly Rate (Incl. 4% vacation pay)\*:** $24.46

**Maximum Hours for Hourly Positions:** 100

**Projected Enrolment:** 90

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

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

**Marker/Grader** shall be defined as an individual who prepares for and completes the marking and/or grading of the work of students in a course, tutorial/workshop or lab. Duties related to the position, which shall be in accordance with University and departmental practices, shall be determined by the person(s) who has (have) principal responsibility for the course. Such duties normally include preparation based on course materials; marking and/or grading of lab reports, assignments, tests, exams and essays, including commenting upon students' work as required.

**QUALIFICATIONS:**

A minimum bachelor's degree with a specialization in human resources management.  
Must have taken this course before.  
Work-related experience preferred.  
Marking Experience preferred in this or a related HR subject area.  
Excellent written and verbal communication skills

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

Submit an updated CV, and transcript.

Please forward application and documentation to: Lisa Ruston at admnjobs@trentu.ca - Include the posting number in the subject line of the email

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 schoolofbusiness@trentu.ca

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