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:** 24-1353

**Posting Date:**  November 6, 2024

**Closing Date:** November 20, 2024

**Position Title:** Workshop Leader – 1 position, covering six groups with up to 20 students per group

**Department/Program:** Biology

**Course Number:** BIOL-3660H

**Course Title:** Critical Nutrition

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

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

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

**Base Stipend or Hourly Rate (Incl. 4% vacation pay)\*:** $10,656.26

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

**Projected Enrolment:** 130

\*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 workshops, facilitate discussion and answer student questions. Workshops run for two hours and are biweekly with 3 groups one week and the other 3 groups the next, alternating.
* Marking student essays, tests and examinations
* Invigilate tests and examinations
* Submission of grades as required, attendance at lectures
* Maintain 1 or more office hours per week for student consultation outside of scheduled class time
* 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
* 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

**QUALIFICATIONS:**

* BSc. in Biology (or a closely related discipline) required. MPH or MSc. in Biology (or closely related discipline) preferred.
* Specialized knowledge of and demonstrated experience with the course subject matter as evidenced by research activity and/or prior experience with BIOL 3640H or equivalent course considered essential.
* Prior experience leading workshops/seminars considered an asset.
* Strong organizational, administrative, interpersonal, and communication skills

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

* Application letter accompanied by a full C.V. stating teaching experience, plus names and addresses of two referees.
* If applicable, include letter from Chair to verify ROFR status.
* If applying to multiple positions, please submit a separate application for each position you are applying for with the job posting number and course title included in the subject line of your email.
* Please forward application and documentation to: biologyjobs@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  **nemery@trentu.ca**

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