#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Teaching Assistant

**Job Number:** SS-061 | VIP: 1344

**Band:** OPSEU- 8

**NOC:** 4012

**Department:** School of Business

**Supervisor Title:** Director, School of Business

**Last Reviewed:**  September 26, 2022

#### **Job Purpose:**

In consultation with faculty in Business Administration, prepares and delivers weekly seminar/workshops; completes grading of assignments, tests, and final exams; holds weekly office hours and offers assistance to students; maintains Blackboard pages for assigned courses. Participates in Open House and other student recruitment events. Supports Departmental activities as assigned.

#### Key Activities:

##### Tutorials/Workshops

1. In consultation with faculty, prepares and delivers weekly seminar workshops/tutorials in specified course(s) (ADMN1000H (approx. 350 students per term), ADMN 2010H (approx. 300 students per term) or ADMN 1221H (approx. 300 students per term)
2. Completes grading of assignments, tests and final examination in accordance with marking schemes provided; monitors seminar attendance and assesses seminar participation.
3. Provides grades for addition to student grade record and provides, at regular intervals, an analysis of student progress in general. Monitors individual student performance and refers students in difficulty to faculty and to university services.
4. Invigilates tests and examinations.
5. Coordinates student graders; outline grading expectations and review grading work. Drop-off and pick-up of test and exam materials.
6. Attends course meetings and lectures, as well as relevant program meetings.
7. Supervises and evaluates student-presented seminars.
8. Participates in the training and supervision of student marker/graders
9. Coordinates with teaching assistants from Peterborough/Durham campus to ensure consistency of materials across campuses.

##### Student Support

1. Meets with students individually and communicates via email to provide remedial help; to provide guidance to students in preparation for online labs, assignments, essays, and research proposals; to provide feedback on performance and suggestions for improvement; to help students conceptualize and prepare reports and analyses; to explain and clarify course administrative information.
2. Meets with students individually to provide broader academic and university support, refers students to relevant university services as needed
3. Offers individualized attention, through various formats such as workshops, e-mail, or one-on-one meetings.
4. Offers detailed explanation of graded work, highlighting areas for improvement

##### Administration

1. Works collaboratively with course instructor to ensure success of the course.
2. Maintains and administers Blackboard (i.e. learning management system) page for relevant courses; administers and manages online groups; administers and manages Exams, Tests and Quizzes within Blackboard page
3. Maintains and administers course grading structure through Blackboard Grade Centre or master Excel grade file
4. Administers online publisher content (e.g. Pearson MyLab, Globe & Mail) including administering in-class registration workshop, and multiple online quizzes;
5. Engages in professional development by researching new ways to engage students (including Teaching and Learning workshops), researching new seminar content and pedagogy options, staying current on university resources, services and initiatives relevant to students.
6. Participates in open house and other related student recruitment events when available.
7. The following Departmental activities have been added and will be divided amongst the positions:
	* Support the scheduling, promotion and running of CPA and HRPA activities on campus.
	* Provide orientation and university student success support to the students in the articulation pathway with Chitkara University in India
	* Provide orientation and onboarding support to the post graduate certificate students
	* Assist with speaker series such as CEO in Residence and the Alumni Life After Trent series
	* Assist with the spring Awards ceremony
	* Provide additional support for other course instructors with large classes who need extra help for exam invigilation in December and April
	* Could also assist with the weekly Dept. newsletter, web updates, social media, and statistics
8. Other duties as assigned

#### Education Required:

* Honours University Degree (4 year) in Business Administration or Bachelor of Commerce.
* Teaching Assistant positions in both accounting and management specialties (multiple-incumbent job description).

#### Experience/Qualifications Required:

1. One year required of teaching-related experience.
2. Strong background experience (academic or professional) in organizational, managerial and communication issues.
3. Excellent interpersonal and communication skills.
4. Experience with facilitation and small group management.
5. Experience with grading/marking of assignments, reports, tests, exams, etc.
6. Strong writing, editing, evaluation and feedback skills and experience.
7. Strong computer skills, including word processing, spreadsheets, and learning management platforms.

**Job Evaluation Factors:**

##### Analytical Reasoning

This position requires analytical reasoning to choose the most appropriate course of action from among a variety of possible methods, processes and solutions within limits defined by standard or established practice.  For example, in seminar students ask for clarification on theories and topics presented in readings and lecture. Must be able to reword, adapt and explain diverse topics. Must be able to keep students on task. If students are struggling with a topic, must decide how to amend seminar program to meet their needs and adapt rest of the seminar time. One on one during office hours, being able to calm the student down and explain options. Students come from a variety of backgrounds, culture, and lived experiences. Sound judgement must be exhibited at all times.

##### Decision Making

Decisions are standardized but somewhat varied and adaptation is required: the employee receives little supervision in carrying out seminars/tasks that call for decisions beyond the scope of standard/established practice. For example, course instructor sets the weekly topics and seminars develop and adjust activities and lessons to match the weekly topic. If seminar one is not very successfully, reassessing activities and quickly adapting to make seminars 12-12 more relevant and education.

##### Impact

Impact on the organization is typically confined to the work group or individual clients or service partners and would not extend beyond those immediately impacted:  errors are detected by colleagues working in the same section but may affect the work of these colleagues in terms of the time required to trace the error and make necessary corrections. Attention to detail is key. Often these are introductory courses. A negative student experience may impact the Department and students may elect to choose a different major and, in some cases, students may choose to leave Trent altogether.

**Responsibility for the Work of Others**

Direct Responsibility

* Student markers

Indirect Responsibility

* Onboarding new teaching assistants with-in the Department

**Communication**

Internal:

* Current Students (must be aware of FIPPA)
* Trent Resources – Academic Skills, Careerspace, Health Services, Exam Centre, SAS, Trent International, Trent Advising, Departmental Advisor and Placement Coordinator, Department AAA
* Faculty
* Staff

External

* Lecture guest speakers
* Chitkara staff
* Prospective Students & Guardians

**Motor/ Sensory Skills**

* Dexterity - word processing, especially responding to student e-mails
* Fine motor skills, Co-ordination - using a mouse and physically marking/grading student course work for many hours at a time walking/climbing stairs
* Stamina - standing for extended periods of time in order to conduct seminars
* Hearing - responding to student individual requests made in person
* Visual - all aspects of the job
* Speaking - conducting seminars

**Effort**

Mental:

* Patience, understanding - dealing with numerous students with varying degrees of need
* Compassion
* awareness of health, psychological issues inherent in student’s lives
* Flexibility - able to adapt to differing teaching styles of various faculty who we are teamed up with
* Sustain concentration - being able to be engaged in the 12 seminars on the sane topic; being able to grade the same essay topic 300 times

Physical:

* Sitting for long periods of time during seminars
* Standing for lectures, exams and open houses

**Working Conditions**

Physical:

* Marking/keyboarding
* Responding to e-mails - many hours required especially at the start of each term
* Standing for extended periods of time

Psychological:

* Disgruntled/distressed students
	+ Related to course work and grades.
	+ Directing students to the appropriate campus services for health and mental health issues as needed.
* Complaints – Complaints from students and parents
* Competing frequent deadlines with assignments and weekly seminars, and email
* Frequent Interruptions during office hours
* Lack of control over pace of work – Deadlines and nature of work results in unavoidable busy periods
* Variable work schedule– Seminars range from 8 am to 10 pm
* Sustained periods of concentration