**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Forensic Law Teaching Assistant

**Job Number:** SS-082

**NOC:** 4012

**Band:** 7

**Department:** Forensic Science

**Supervisor Title:** Chair, Forensic Science

**Last Reviewed:** November 26, 2019

**Job Purpose**

In consultation with faculty in Forensic Science, prepares and delivers weekly seminar/workshops specific to Forensic Law related courses (at both the undergraduate and graduate level); completes grading of assignments, tests and final exams; offers assistance to students; maintains Blackboard and web pages for assigned courses.

**Key Activities**

Seminar Leadership

1. Contribute to the design and refinement of seminar content, structure, and evaluations.
2. Deliver seminars, for pedagogical and training purposes (i.e., to train other teaching assistants). Assists in ensuring that necessary equipment is set up for teaching purposes and that materials for seminars use are prepared (i.e. experimental stimuli, information/roleplaying sheets, assignment guidelines, instructions sheets, marking rubrics, etc.).
3. Train, coordinate, and supervise teaching assistants assigned to the course.
4. Coordinate course activities including the maintenance of course information on the Blackboard Course web site or equivalent site.
5. Attend, as necessary, lectures and other instructional activities to facilitate quality of the courses.
6. Attend and contribute to meetings of course instructors to discuss issues affecting student learning, testing and other classroom issues.
7. Assists faculty in coordinating, training, and supervising marker/graders for written assignments.
8. Evaluate students on the basis of written work; quizzes, and tests (under supervision of faculty instructors).
9. Meet with students individually:
* provide remedial help;
* provide guidance in preparation for exams and seminar assignments;
* provide feedback on performance and suggestions for improvement;
* help interpret results from course materials.
1. Communicate with students using email.
2. Maintain regular office hours and be available by appointment for students who legitimately cannot set office hours
3. Prepare tests and examinations under supervision of faculty instructors.
4. Invigilate tests and examinations.
5. Coordinate invigilation staff.
6. Liaison with Student Accessibility Services.
7. Record, manage, and assign grades in consultation with course faculty instructors.
8. Develops and maintains database of student marks, including final marks in the course.

Tutorials/Workshops;

1. In consultation with faculty, prepares and delivers weekly seminar workshops/tutorials in law specific areas.
2. Completes grading of assignments, tests and final examination in accordance with marking schemes provided; monitors seminar attendance and assesses seminar participation.
3. Invigilates tests and examinations.
4. Coordinates student graders, including drop-off and pick-up of test and exam materials.
5. Attends course meetings and lectures, as well as relevant program meetings.
6. Supervises and evaluates student-presented seminars.
7. Participates in the training and supervision of student marker/graders.

Student Support;

1. Meets with students individually and communicates via email to provide remedial help; to provide guidance to students in preparation for law 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.

Administration;

1. Maintains and administers Blackboard (i.e. learning management system) and web page for relevant courses; administers and manages groups in person and online;
2. Maintains and administers course grading structure through Blackboard Grade Centre or master Excel grade file;
3. Administers blackboard content including lecture and workshop material, assignment acceptance and review, , experiential learning exercises logistics, etc.;
4. Engages in professional development by researching new ways to engage students (including Teaching and Learning workshops), researching new seminar content and pedagogy and on-line options, staying current on university resources, services and initiatives relevant to students.
5. Other duties as assigned

**Education**

Honours University Degree (4 year) preferably in a discipline with emphasis in Law, Legal Studies and/or Forensic Science, and teaching-related experience relevant to a law-related curriculum.

**Experience Required**

1. One year of teaching-related experience at the college or university level.
2. Experience engaging students via experiential learning exercises in a workshop setting.
3. Strong background experience (academic or professional) in law and/or forensics with experience in a court setting preferred.
4. Excellent interpersonal and communication skills.
5. Excellent organizational skills with the ability to multi-task in a busy environment and effectively coordinate multiple groups of students.
6. Experience with facilitation and group management.
7. Experience with grading/marking of assignments, reports, tests, exams, etc. and responding to student inquiries about same.
8. Strong writing, editing, evaluation and feedback skills and experience.
9. Strong computer skills, including word processing, spreadsheets, and learning management platforms.

**Responsibility for the Work of Others**

Direct Responsibility

* Student markers

**Communication**

Internal:

* Students
* Faculty
* Staff

External

**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 - same; also 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

**Working Conditions**

Physical:

* Marking/keyboarding
* Responding to e-mails - many hours required especially at the start of each term

Psychological:

* Disgruntled/distressed students - not trained to deal with student’s health and mental health issues which may present during providing assistance to students