Department of: Hispanic and Italian Studies

Junior Academic Assistant (Conversation/Tutoring Facilitators) - Spanish 100A, 100B, 149, 250A

Hourly Rate: $15.25

Up to 5 Positions¹

Term of Appointment from: September 18/2017 to December 1/2017

(exact dates tentative)

Total Hours: Up to 10 per position

Average Weekly Hours: 1.0 per position

N.B. More than 1 position may be held by one individual (number of positions applied for to be included in the application).

15 minutes per week per course for preparation time included in tutorial (non-drop in) hours.

SUMMARY OF DUTIES AND RESPONSIBILITIES

• Provide conversation opportunities and/or tutoring in the target language for individuals or groups, under the guidance of the Facilitators’ Coordinator
• Attend orientation and other meetings with Coordinator as required

REQUIRED QUALIFICATIONS AND EXPERIENCE

• Native speaking proficiency in Spanish required (near-native proficiency may be considered).
• Demonstrated excellent communication and interpersonal skills required.
• Sensitivity to language and cultural differences required.
• Proven organizational skills.
• Prior experience an asset.

NOTE: Only candidates being considered will be contacted.

Other criteria considered include the career and/or pedagogical value a particular position will provide to the graduate/undergraduate student, the student’s preferences, and other sources of graduate student financial support being received. The Department Appointment Priority Policy provides priority to Graduate Students, and then Undergraduates, in the Department of Hispanic & Italian Studies before others. The Policy is posted in the Department and is available on request.

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities, and aboriginal persons.

Please submit a completed application form available from the Departmental Office to the Chair of the Department. APPLICATIONS DUE BY: August 31, 2017 (or until filled) (applications do not ensure employment)

¹Number of available positions subject to funding availability.