



UNIVERSITY OF VICTORIA POSTING CUPE 4163 Specialist Instructional

DEPARTMENT: The School of Child and Youth Care	
APPOINTMENT, From: 01-Sep-26	To: 30-Apr-27
TOTAL HOURS: 100	AVERAGE WEEKLY HOURS: 3-5
POSITION TITLE: Teaching Assistant Coordinator	
HOURLY RATE: Current TA rate	
SUMMARY OF DUTIES AND RESPONSIBILITIES: The Teaching Assistant Coordinator provides mentorship and training opportunities for new and experienced Teaching Assistants (TAs). The priorities of the Teaching Assistant Coordinator are the professional development of TAs and the learning outcomes of undergraduate students. Responsibilities include: 1) Providing training, leadership and guidance to a small group (4-8) of CYC Teaching Assistants to ensure TAs are well supported 2) Facilitating monthly professional development workshops for TAs 3) Supporting TAs to host office hours and respond to student inquiries 4) Coordinating, assisting with, and providing quality assurance for student feedback 5) Offer one-to-one TA consultations on an as-needed basis for support, problem solving, advocacy and referrals 6) Working with instructors to update and create TA support materials, and handbook	
REQUIRED QUALIFICATIONS AND EXPERIENCE: Graduate students with previous experience as a TA or sessional instructor are invited to apply. BA in CYC or allied degree in Human Services. Knowledge of instructional technology and web-based learning environments is required. Priority will first be given to senior graduate students enrolled in the School of Child and Youth Care's graduate program.	
HOW TO APPLY: Please submit a copy of your CV with a cover letter outlining all relevant qualifications and experience and any potential value this position will have for your future academic program or career path. Submit via e-mail to Administrative Officer, Alex Martin: alexandramartin@uvic.ca	
SUBMISSION DEADLINE: 14-Aug-26	
IT IS ANTICIPATED FINAL EMPLOYMENT DECISION WILL BE MADE BY: 28-Aug-26	

Appointments will be made in accordance with Article 13.02 (Appointment Procedures) and Appendix A of the CUPE 4163 Collective Agreement. Selection criteria will include: qualifications and ability based on academic merit and related experience, the career and/or pedagogical value that the experience in a particular position will provide the student, the student's preferences, and other sources of graduate student financial support being received.

1. Number of available positions subject to funding availability and/or course cancellation.
2. See Schedule 1 in the Collective Agreement for wages.

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