



**UNIVERSITY OF VICTORIA POSTING
CUPE 4163 Specialist Instructional**

School of	Public Administration	has	one (1)	position.
APPOINTMENT, From:	03-May-23	To:	28-Jul-23	
TOTAL HOURS:	90	AVERAGE WEEKLY HOURS:	7	
POSITION TITLE:	<u>Teaching Assistant</u>	COURSE:	<u>ADMN 311/ POLI 350 Introduction to Public Administration</u>	
SUMMARY OF DUTIES AND RESPONSIBILITIES:				
<p>To serve as teaching assistant for ADMN 311 A01/A02 & POLI 350. This is a single online course, with all students accessing content through the same Brightspace course site, offered by the School of Public Administration.</p> <p>Duties will include: assist the professor in synthesizing student weekly postings; assisting with grading assignments; other relevant duties as assigned by instructor.</p> <p>Course Title and description: ADMN 311/ POLI 350 - Introduction to Public Administration An exploration of the external factors affecting contemporary public sector management in Canada, the changing structural and value context within which public servants work, the key processes in which they are engaged and how those processes are changing. Focus is primarily on the federal and provincial governments. Discusses municipal administration and Indigenous governance.</p>				
REQUIRED QUALIFICATIONS AND EXPERIENCE:				
<p>Priority for hiring will first be given to graduate students enrolled in a School of Public Administration program, in accordance with CUPE 4163 comp.1 Appendix A Appointment Priority Policy or LOU # TA 1.</p> <ul style="list-style-type: none"> - Completion of ADMN 311/ POLI 350 and/ or ADMN 504 (or equivalent) with a grade of A- or higher. - Superior written communication skills and ability to constructively critique students' assignments. - Familiarity with Brightspace is an asset. - Experience as a teaching assistant is an asset. <p>This appointment is made under the collective agreement of CUPE 4163 component 1.</p>				
HOW TO APPLY:				
Submit a letter of application and resume via email to pamanager@uvic.ca . You may be asked to submit relevant transcripts.				
SUBMISSION DEADLINE: 2023-05-07, 11:59 p.m.				
IT IS ANTICIPATED FINAL EMPLOYMENT DECISION WILL BE MADE BY:			12-May-23	

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 Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University.