**TEACHING ASSISTANT (TA) POSTING**

**(CUPE 4163 Specialist Instructional Laboratory Instructors & Academic Assistants)**

**SUMMER SESSION – July-August (202505)**

Position title: Academic Teaching Assistant

Appointment dates: 3 July 2025 to 20 August 2025

Rate of pay: $34.72 per hour, plus 4% vacation pay

Hours: Hours per position listed below may be adjusted; contracted hours will be finalized at the beginning of the term.

**DUTIES/RESPONSIBILITIES:**

Please note that duties may vary slightly.

Duties may include some or all of the following:

* Attend training sessions;
* Attend bi-weekly team teaching meeting;
* Support instructors by grading 2 low stakes assignments;
* Comment on rewrites and revisions of student work;
* Assist in creating course materials, such as PowerPoints, handouts, group work.
* Communicate student issues and successes with instructors;
* Assist in sharing course materials via lectures, group work, or other methods as needed

**SELECTION CRITERIA:**

Appointment procedures are based on the guidelines of the CUPE 4163 Agreement, TA Appendix Article 13.02.

Previous TA experience involving work with student writing is preferred. Good academic standing in a UVic graduate program is required.

**APPLICATION INFORMATION:**

Please send an updated CV and a 100- to 200-word statement of interest and description of relevant experience to ATWP Program Administrator Amogha Halepuram Sridhar at [atwpadmin@uvic.ca](mailto:atwpadmin@uvic.ca) **no later than 30 April 2025 at 4.00PM**.

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.

**ATWP TEACHING ASSISTANT POSITIONS ANTICIPATED IN FIRST TERM**

**(3 July 2025 to 20 August 2025)**

This position is subject to budgetary approval and enrolment criteria. There is some flexibility in how hours are allocated, depending on TA availability.

|  |  |  |
| --- | --- | --- |
| **Courses** | **Expected # of positions** | **Hours/Section** |
| ATWP 250  Genres of Business Communication  <https://www.uvic.ca/humanities/atwp/program/courses/atwp-250/index.php> | 1 | 110 |

For more information about these courses and the ATWP, please see our program website: <https://www.uvic.ca/humanities/atwp/>.