Job Opportunities – Teaching Assistant Consultants (TACs) (International Focus)

Division of Learning and Teaching Support and Innovation, University of Victoria

Teaching Assistant Consultants (TACs) International Focus Job Description
(Subject to funding availability)

Closing date: May 31, 2021

Position responsibilities can include

- The TAC will be responsible for supporting a broad group of international TAs (ITAs) in varying departments. Exact groupings will be made clear at the interview stage.

- Offer professional development workshops for ITAs in consultation with the Division of Learning and Teaching Support and Innovation’s (LTSI) TA Coordinator focused on the cultural and language dimension of teaching in the Canadian classroom. These workshops will take place during the Fall and Spring TA Conference, and during the term to be scheduled at such times as to meet the needs of ITAs (the topics your ITAs need to know at the appropriate time) as well as to maximize their ability to attend.

- Organize, manage, and facilitate the International Teaching Assistant Culture and Communication Certificate (non-credit).

- Meet one-on-one with the LTSI TA Coordinator ahead of your own workshop delivery, bringing your draft workshop outlines with you for discussion or submitted via e-mail for feedback and discussion.

- Attend the TAC induction week in August 2021, and TAC community meetings monthly during the term of appointment.

- When required, conduct teaching observations of new ITAs and provide written and face-to-face feedback to each ITA. Provide teaching observations and feedback for experienced ITAs when requested.

- Conduct scheduled and/or by appointment one-on-one consultations with ITAs.

- Undertake relevant administrative duties related to the role including liaising with the LTSI, scheduling workshops, representing the program at department meetings, writing reports, etc.

The standard CUPE 4163 rate of $27.10 from August 1, 2021 to September 1, 2021 and $27.65 from September 1, 2021 to April 30, 2022 plus 4% vacation pay applies, for a commitment of 110 hours that will not exceed 14 hours of work per week, beginning August 1, 2021 and ending April 30, 2022. Exact hours and duties are outlined in the TAC Guidebook and the Assigned Duties checklist that will be filled out, agreed to by each TAC with the LTSI TA Coordinator at the beginning of the appointment, and reviewed midway through the appointment. We anticipate hiring 1 to 2 positions depending on funding.
Requirements

- Registered as a full-time Masters or PhD student at UVic for the 2021-2022 academic year
- Demonstrated interest in supporting student learning and an ability to work with a wide range of colleagues in a professional and respectful manner
- Ability to work with diverse populations of international students
- Previous work experience as a TA (including roles with a relatively high level of autonomy) in a post-secondary institution
- Highly developed interpersonal skills, evident in an ability to work as part of a team and communicate effectively in a range of forums (e.g., e-mail, written reports)
- Be available to deliver workshops to ITAs at times that meet their needs (often this means front-loading workshops in the fall term and repeating a sub-set of workshops in the spring term) at both TA Conferences (September and January, and throughout the year for the International Teaching Assistant Culture and Communication Certificate)
- Be available on campus and available for duties on August 1, 2021
- Be available to attend the TAC induction week from August 3 to 6, 2021, 9AM – 5PM PDT each day
- Submit to the LTSI TA Coordinator an ITA teaching program plan before September 1, 2021
- Good working knowledge of Word, Excel, e-mail, and listservs
- Demonstrated excellence in time management with the ability to complete tasks in a timely manner and in the time allocated, and an ability to juggle competing priorities effectively
- Applicants from all departments are encouraged to apply

Preferred experience and knowledge

Applicants, who have experience in the following or are interested in developing the following, are especially encouraged to apply:

- Clear understanding of key issues impacting teaching and learning in higher education at institutions such as UVic, particularly the challenges both undergraduate and graduate students face in achieving their learning goals, whether domestic or international
- Evidence of taking a course about teaching in higher education, such as UVic’s LATHE graduate certificate (or equivalent), TA Fundamentals Certificate (non-credit), Graduate Student Teaching ProD Certificate (non-credit), International Teaching Assistant Culture and Communication Certificate (non-credit), Doing TA Work Online Certificate (non-credit), Doing TA Work Online Webinar Series Certificate (non-credit), Supporting Online Learning as a TA Certificate (non-credit), or engagement in ongoing professional development (e.g., Privacy Training)
- Basic knowledge of student services at UVic in order to appropriately refer ITAs and students
- Interest in interdisciplinary collaborations
- Interest in teaching with technology
- Experience with peer-mentoring
- Understanding of international teaching assistant development and your role in that development
- Ability to self-reflect and interest in your own professional development

Applicants who see teaching at a post-secondary institution as integral to their career development are especially encouraged to apply.
Application requirements

Please submit an application package that consists of the following:

- A cover letter outlining why you are interested in this position, what skills and experiences (especially teaching and mentorship) you bring to the role of TAC, and how you would enhance ITA teaching preparation on campus.

- A résumé, which clearly outlines your experience. Please note that “TA,” or “teacher” needs to be followed by a description of duties. Your résumé should also include a statement of when you intend to graduate from your program. Please note that this document should be a résumé, not an academic CV.

- A contextualized, brief teaching narrative (philosophy). Please explain your approach to teaching and mentoring with reference to concrete examples. It should be no more than two pages, double-spaced.

- Example(s) of instructional materials you developed to help TAs or students in your discipline.

- Names and contact information of three referees who can attest to your suitability for the role outlined above as well as your ability to multitask and complete administrative duties successfully. It is preferred that one reference be from a supervisor for whom you have worked, one be from a student who can attest to your teaching abilities, and one from a peer TA.

Incomplete applications will not be considered. An application does not ensure employment.

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.

Please send applications to Dr. Gerry Gourlay, LTSI TA Coordinator, via e-mail with attachments to ltsitac@uvic.ca by 5PM PDT on May 31, 2021. If you require more information, please e-mail or call Gerry at 250-721-7889 before the deadline.