

CUPE 4163 JOB DESCRIPTION

Position Title: Senior Teaching Assistant (Senior TA)

Department: Economics

Reports to: Course Instructor/Associate Chair

Last Updated: 2026-06-04

Position Summary

Mandate: The Senior Teaching Assistant (Senior TA) provides essential academic support within The Department of Economics. The Senior TA contributes to effective teaching and learning environments by assisting course instructors with instructional activities and student evaluations and may also include classroom support. Under the guidance of an an Instructor, TAs may provide tutorial or lab instruction, student support, grading assistance, and examination invigilation.

Objectives: This role supports the course instructor by assisting in the delivery of high-quality instruction, providing academic guidance to students, maintaining grading consistency, and may include operation of labs, tutorials, and examinations.

Key Responsibilities

Teaching Assistants perform a range of duties as assigned. Duties specific to each Teaching Assistant position will be listed on the job posting. Duties often include a selection of tasks from the list below

- Provide instructional support during tutorials, seminars, laboratories, or lectures.
- Prepare and deliver teaching materials and assessment instruments as directed by the course instructor.
- Grade assignments, tests, lab exercises, and examinations according to established criteria.
- Invigilate and supervise exams.
- Offer academic support and student consultation during designated office hours.
- Attend orientation, training sessions, and course lectures as required.
- Maintain accurate student records.

- Attend orientation/information/training sessions
- Assist in developing course outline
- Perform other relevant duties as assigned by the course instructor.

Additional Role-Specific Responsibilities

Senior TA

- May assist in the training and mentoring of Junior TAs.
- Lead the development of instructional materials and assessments under the instructor's guidance.
- Wage Rate: as of June 1, 2026: \$34.72/hr (\$31.80 standard TA rate + \$2.92 academic income supplement)

Skills and Qualifications

This position requires education, training, and experience equivalent to enrollment in or completion of a relevant program at the university. An equivalent combination of education, training, and experience may also be considered. The Department of Economics follows **Appointment Priority Policy A, Variance 1**, which outlines the order in which Teaching Assistant positions are offered.

Appointment Priority Policy - Variance 1

Priority Group	Level
Masters Year 1 and Ph.D. Year 1. Ph.D. Years 2 and 3 (where previously appointed to a bargaining unit position)	1
Where previously appointed to a bargaining unit position, Masters Year 2 and Ph.D. Year 4 or 5	2
Other graduate students (in other years, not previously appointed, or from other departments)	3
Undergraduates	4
Others/non-students	5

Knowledge, Skills, and Abilities

- Commitment to valuing diversity and contributing to an inclusive and respectful working and learning environment.
- Demonstrated organizational and time-management skills.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- Familiarity with relevant academic disciplines and instructional methodologies.
- Experience with grading, exam administration, and student consultations.

Working Conditions:

- Work is primarily on-campus in classrooms, labs, or tutorials.
- May include flexible hours, including evenings or weekends.
- Requires adherence to academic deadlines and confidentiality of student records.
- May involve using lab equipment or instructional technology.
- Scheduled hours typically average no more than 14 hours per week over the term of the appointment and do not exceed 21 hours in any given work week.
- A Full term of appointment for a TA will normally be 140 in each of the Fall and Spring Terms and normally 70 hours in the Summer Terms.