ACADEMIC AND LABORATORY ASSISTANT (TA) POSITION POSTINGS

Winter Session 2020-21

In making assignments, priority will be given to students as set out in Appointment Priority Policy A of Appendix "A" on p. 40 of the UVic/CUPE 4163 (Components 1 & 2) Collective Agreement. Preference will be given to graduate students registered in the Department of Psychology although an application does not ensure employment. Interested parties are invited to submit applications in the event that there are more positions available than there are applications from those in priority categories, or where a resignation of an incumbent TA results in positions becoming available. Posts are subject to funding availability (in some cases based on course enrolment numbers) and/or course cancellation.

It is sometimes difficult to estimate course enrolments in advance of the commencement of classes. As registration proceeds, the number of TA hours assigned per course may need to be increased where enrolments are higher than anticipated. At the same time, courses that do not attain a set minimum enrolment may become ineligible for TA support, the number of hrs may be reduced, or in rare cases the course may be cancelled.

In keeping with Appendix "A" on p. 41 of the Collective Agreement, in the event a student will be employed in a major appointment as a non-bargaining unit grant-funded Research Assistant (or other grand-funded position), or where a student will be receiving a major grant or major fellowship, appointment priority will be adjusted to Level 4 in Policy A, or to level 3 in Variance 1, unless mutually agreed otherwise by the parties. Where a non-appointment occurs in the first year of the graduate program as a result of a fellowship or grant that is limited to one year, the student will be considered Level 2 in Policy A in their second year. For more information about CUPE 4163 and to view the collective agreement, see http://web.uvic.ca/cupe4163/

Remuneration: $27.10 per hour plus 4% vacation pay

Duties: The duties and responsibilities of a teaching/laboratory assistant may include some or all of the following duties:

- Grading examinations
- Marking papers; checking homework
- Preparing exams / quizzes
- Preparing grades using "Grades" program
- In-class teaching
- Leading discussion groups
- Present during established office hours
- Invigilate examinations
- Preparing and presenting labs

Other duties or special skill/knowledge requirements are noted under "Skills, Duties and Availability Requirements" in the position descriptions. Except where noted under "Course Title," all positions are for Academic Assistants.

Importance of prior knowledge of the course content:

1 = Not important      to      5 = Extremely important

Availability during course class time: Where there is a requirement for the assistant to attend class and/or invigilate, the days and times the course meets are included. Please consider your own class timetable when determining which positions to apply for.

To apply (information can also be found at http://www.uvic.ca/socialsciences/psychology/people/employment/index.php under "Students")

1. Review the general information included on the Department of Psychology’s website.

2. Provide ALL the information requested at the top of the "2019-20 TA Application Form.xls" (.pdf or .xls format – each file contains the same information) file then review the positions offered.

3. Put a priority number before the position(s) for which you wish to apply. #1 is first priority choice; you may apply #1 to two or more positions in which you are equally interested, for example, several positions associated with 100A or both fall sections of 201 and 332, etc.

4. First time applicants should forward resumes with your application, including the name of three employment references. If you are an undergraduate student, please submit a transcript of your grades (or provide me with your approval to check your unofficial transcript via the Student Registration System [Banner]).

5. Students receiving funding need to submit documents outlining the funding source and the amount expected between September 2020 – April 2021. An email from the funding source preferred.

6. Please note that while the department will consider all applications submitted, "Priority will first be given to graduate (or undergraduate) students enrolled in the department’s graduate (or undergraduate) program" as outlined in the CUPE 4163 collective agreement.

Return the form electronically to psycdept@uvic.ca, or print a copy and deliver or fax to the attention of Annette Barath at 250-721-8929 or Cornett A236 (the Psychology General Office), or mail to

Marie Mario-Barski
Department of Psychology
University of Victoria
P.O. Box 1700 STN CSC
Victoria, BC, Canada
V8W 2Y2


The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact Kam Cheema, HR Programs and Project Manager, at uviccareers@uvic.ca. Any personal information provided will be maintained in confidence.