

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, 2023

Position responsibilities can include

- The ITAC will be responsible for supporting a broad group of international teaching assistants (ITAs) in varying departments across campus.
- 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.
- 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 2023, and monthly TAC community meetings 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 \$27.65 from August 1, 2023 to April 30, 2024 plus 4% vacation pay applies, for a commitment of 110 hours that will not exceed 14 hours of work per week, beginning August 1, 2023 and ending April 30, 2024. 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 2023-2024 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 respectfully 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)
- 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 academic year)
- Be on campus and available for their duties on August 1, 2023
- Be available to attend the TAC Induction Week from August 8 to 11, 2023, 9AM – 5PM PT each day
- Submit to the LTSI TA Coordinator an ITA Program Plan before September 1, 2023
- Strong working knowledge of Word, Excel, PowerPoint, Zoom, Brightspace, 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

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), TA Conference Certificate (non-credit), Doing TA Work Online 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
- Identification of international teaching assistant development programs and strategies, 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 in a single PDF:

1. A **cover letter** outlining why you are interested in this position, what skills and experiences (especially teaching and mentorship) you bring to the ITAC role, and how you would enhance ITA teaching preparation on campus.
2. 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. This document should be a **résumé**, not an academic CV.
3. A **contextualized, brief teaching narrative (philosophy)** statement. Please explain your approach to teaching and mentoring with reference to concrete examples. It should be no more than two pages, double-spaced.
4. **Example(s) of instructional materials you developed to help TAs or students in your discipline, or an example of what you would develop to help ITAs as an ITAC.**
5. 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. *Please note formal letters of reference are not required, we only need the names and contact details of the three referees.*

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

Territory Acknowledgement

We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

Equity and Diversity statement

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#). Read our [full equity statement here](#).

Accessibility statement

If you anticipate needing accommodations for any part of the application and hiring process contact the LTSI TA Coordinator at itsitac@uvic.ca. Any personal information provided will be maintained in confidence.

Submission of application

Please send completed applications to Dr. Gerry Gourlay (she/her), LTSI TA Coordinator, via e-mail with attachments to itsitac@uvic.ca **by 4:30PM PT on May 31, 2023**. If you require more information, please e-mail or call Gerry at 250-721-7889 before the deadline.