

## Job Opportunities – Teaching Assistant Consultants (TACs)

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

### Teaching Assistant Consultants (TACs) Job Description

(Subject to funding availability)

*Closing date: May 31, 2023*

#### Position responsibilities include

- Each TAC will be responsible for supporting a certain number of Teaching Assistants (TAs). In most cases, the TAs will be in just one department/school.
- Offer at least eight (8) hours of professional development workshops throughout the academic year for your group of TAs in consultation with the department(s)/school, the graduate advisor(s), and the Division of Learning and Teaching Support and Innovation's (LTSI) TA Coordinator. These workshops should be scheduled at such times as to meet the needs of your group of TAs (the topics your TAs need to know at the appropriate time, typically in September and October) as well as to maximize their ability to attend.
- Provide draft workshop outlines to the LTSI TA Coordinator ahead of your own workshop delivery.
- Attend the TAC Induction Week in August 2023, and monthly TAC community meetings during the term of appointment.
- Conduct teaching observations of new TAs in your department(s) and provide written and face-to-face feedback to each TA. Provide teaching observations and feedback for experienced TAs when requested.
- Conduct scheduled and/or by appointment one-on-one consultations with your group of TAs. One-on-one consultations should occur on a regular basis with each new TA. One-on-one consultations with experienced TAs will occur at the beginning of term to determine their needs and thereafter when requested.
- Share relevant resources with your TA group and forward LTSI mailings to your TAs, which offer opportunities for TAs to learn about a wide range of teaching and learning topics, as well as to share items of interest from the department/school or post common solutions to frequently asked teaching questions in your area.
- 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 20 to 25 positions depending on funding and departmental interest.

## 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 including 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 at least eight (8) hours of workshops over the academic year to your designated group of TAs at times that meet their needs (often this means front-loading workshops in the fall term)
- Be on campus and available for their duties starting 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 the TAC Program Plan for your department 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
- 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 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 TAs and students
- Interest in interdisciplinary collaborations
- Interest in teaching with technology
- Experience with peer-mentoring
- Identification of teaching assistant development programs or 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 TAC role, and how you would enhance TA teaching preparation in your department.
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 TAs as the TAC.**
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 ɫəkwəŋən 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 [ltsitac@uvic.ca](mailto:ltsitac@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 [ltsitac@uvic.ca](mailto:ltsitac@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.