SJCS Teaching Assistant Job Description & Application

**\*TA Application is below this Job Description: consult the SJCS web** [**https://smu.ca/sjcs**](https://smu.ca/sjcs)**for program information & read this description carefully before you apply:**

**Social Justice & Community Studies Student Assistant Job Description**

Position Title: **Teaching Assistant­­**

Duties:

* Primary duty is to assist in the delivery of SJCS curriculum (not all duties below will apply in every course TAship)
* Course Preparation, Delivery, IT, and other faculty & student assistance
* Understanding course curriculum & goals, incl. strong grasp of syllabus, course materials
* Proctoring exams
* Grading course assignments under the guidance of the instructor
* Deeper Understanding of course readings/material where relevant to grading

Expectations:

* Skilled and knowledgeable in the subject area(s), and in SJCS
* Brightspace & Zoom Training with Studio before course starts
* Able to work independently & with care for details
* Punctual, motivated, and reliable
* Able to ask for assistance and additional instructions when needed
* Report any possible issues of academic dishonesty or any other serious student issues to the instructor
* Handle student grades, answer keys, and any other confidential material in an appropriate manner.

Requirements:

* Graduate students preferred and 4th year undergraduate students

Hours:

* 30 hours (undergraduate) or 50 hours (graduate – hours subject to updates) per course per semester
* Distribution of hours to be done in consultation with the instructor
* Invigilation duty or other department duty may contribute towards the total hours.

**Application Checklist:**

* Copy of unofficial SMU transcript
* Completed and signed copy of application form
* Copy of resume (**all documents should be merged into one PDF**)

**Teaching Assistant Application**

|  |  |
| --- | --- |
| Name:  | Primary Email Address: |
| A#:  | S#:  | Gender Pronouns (if desired) |

As a currently registered student, what is your program & main department(s)?

[ ]  Undergraduate [ ]  Undergraduate Honours [ ]  Graduate

Department(s):

What year are you in as of this September (e.g. YEAR 4):

Term(s) Applied for [ ]  Fall [ ]  Winter [ ]  Both

Timeslots you are NOT available for the term(s) you want to TA

Academic and paid work experience relevant to Teaching Assistantship for SJCS (relevant courses taken as student, TA’d, relevant community or paid work, lived experience).

Submit this application by email with a copy of your unofficial transcript and your resume **as a single PDF**. Email your complete application to: sjcs@smu.ca by Friday, August 11, 2023

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STUDENT SIGNATURE DATE