

Open Teaching Assistant Positions for Online Courses Summer 2021

Courses Available

ECON 212 – Microeconomic Theory I

- Term: NS
- Max enrollment: 95
- Est. enrollment: 70*
- Est. # of TAs needed: 2*
- Est. # of hours per TA: 45*

ECON 223 – Macroeconomic Policy

- Term: NS
- Max enrollment: 150
- Est. enrollment: 150*
- Est. # of TAs needed: 4*
- Est. # of hours per TA: 48*

***Please note** - online courses typically require more individual TAs with fewer hours each to ensure a prompt turnaround for assignments. Feedback is very important in an online course to maintain student engagement and success. The above estimations are based on historical trend enrollments in the course(s); however, **ASO will determine actual contract hours as well as the final number of TAs needed closer to the start of term.** ASO will work with instructors and TAs to fill out the TA forms and process payments. ASO will also organize training sessions for TAs and the instructors supporting students in the online environment.

Job Requirements

The teaching assistants that we are seeking are for the support of online courses. Some training and preparation are needed before the start of the course. Candidates must be prepared to work outside the regular 9-5 workweek and have access to the internet and a computer that meets minimum requirements. Experience with learning management systems (e.g. onQ) and videoconferencing software (e.g. Zoom or Adobe Connect) would be an asset.

Contract Hours and Hiring

ASO will contact and offer employment to the available TAs in the order they were submitted as the enrolment increases. The hours in the TA contract will be determined based on actual course enrolment.

Graduate Teaching Assistants and Teaching Fellows at Queen's University are governed by the *Collective Agreement* between the Public Service Alliance of Canada (PSAC) and the University. Remuneration will be in accordance with the *Collective Agreement*, and appointments are subject to funding or enrollment criteria.

How to Apply

If you are interested in applying for a position, please send an email to Morgan Wilson, gradassist@econ.queensu.ca, **by Wednesday, March 31, 3:00pm** with the following information:

- the course for which you would like to apply;
- a complete and current curriculum vitae;
- a copy of your unofficial transcript;
- a letter of reference from one (1) referee**; and
- any other relevant materials you wish to submit for consideration (e.g. letter of intent, teaching dossier, etc.).

Please arrange to have your letter of reference sent **directly to gradassist@econ.queensu.ca.