Undergraduate Teaching Assistants 2 (UTAII) - ASRW, School of Journalism, Writing, and Media
September 1st - December 15, 2020
Rate: $18.15/hour, 10 hours/week

The School of Journalism, Writing, and Media is hiring up to 26 Undergraduate Teaching Assistant 2 (UTAII) positions to support online teaching of the academic writing course WRDS 150A (for Arts students) and WRDS 150B (for non-Arts students) in the 2020 Winter term 1 (September - December 2020). This course meets the writing requirement for students across campus.

The UTAII will report to the Coordinator, Arts Studies in Research and Writing (ASRW) and work closely with instructors. Each UTA will work with up to 4 sections of WRDS 150, coordinating with 1-2 instructors.

Duties will include the following:
• tracking attendance & a/synchronous participation and engagement on Canvas;
• marking and managing low-stakes assignments (e.g, setting up and responding to discussion threads, quizzes);
• monitoring and responding to student FAQs
• helping students deal with technical issues / liaising with Arts ISIT;
• managing the course Canvas site, including creation of quizzes, rubrics, calendar entries, assignment submissions
• creating, monitoring, and managing student groups
• Supporting synchronous sessions (e.g., monitoring the chat; helping track raised hands; prioritizing questions; answering simple questions; sharing links or documents; assigning students to breakout rooms; dropping in on breakout rooms to make sure students understand the task assigned
• Compiling and interpreting data from student surveys and feedback forms
• Ensuring online materials are accessible (e.g., creating alt-text on slides, captioning videos)

Qualifications:
The successful candidate will be able to: take direction and then work independently; demonstrate organization and proficiency in managing multiple, complex tasks, some of which will be time-sensitive; communicate in timely and effective ways with students, instructors, and the Coordinator; undertake all responsibilities with integrity and professionalism, including working with student data.

Prior teaching experience, knowledge of Canvas, online classrooms (Zoom, Collaborate Ultra), and video editing software are assets, but all UTAs will receive paid training. Applicants who have taken WRDS 150 are particularly welcome due to the understanding of the course that they would bring to the position.
Application: To apply, please submit the following:

- a short (max 1 page) cover letter that outlines your fit for the position and that includes information about your own course schedule and availability (this will help us with scheduling and assigning UTAs to particular sections)
- a curriculum vitae (a resume) that includes the names and contact information for two professional references, one of which should be an academic reference.

Review of files will begin Thursday, August 20th, 2020, and continue until the positions are filled.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Métis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **Note:** You must be residing in Canada from September 1- December 31 to be eligible for this position.