

Title: Teaching Assistant- Assistant Undergraduate Professional Development Seminars

The Faculty of Business Administration is looking for a self-motivated, team-oriented Teaching Assistant with strong attention-to-detail to support learning activities associated with the on-line undergraduate Professional Development Seminars. These seminars are required for students completing the Bachelor of Commerce and Bachelor of Commerce (Co-operative) programs. In the fall we will be offering BUSI 200W (Professional Development Seminar 1), BUSI 400W (Professional Development Seminar 2), and BUSI 500W (Professional Development Seminar 3).

Duties and Responsibilities

Reporting to the Professional Development Seminar Coordinator, the Teaching Assistant will be responsible for:

- Maintaining the Brightspace shell associated with the seminars, which includes: updating the syllabus to reflect submission dates, updating release conditions for modules and associated assignments.
- Grading assignments and providing students with developmental feedback on their submissions. Examples of course deliverables include: resume and cover letter, focus area worksheet, ethics video assignment, competency assessment worksheet, elevator pitch video assignment, etc.
- Co-ordinate subject matter expertise with the FBA's Professional Development Coordinator.
- Evaluate student performance on a PAS/FAL grading scheme.
- Other tasks associated with the seminars, as directed by the Professional Seminar Coordinator.

The successful candidate will ideally have some professional and educational background in Human Resources and/or Career Development. Knowledge of on-line learning platforms, such as Brightspace is considered an asset.

Hours and Rate of Pay

This position will take place over the Fall 2024 and Winter 2025 semester. The hours are varied; averaging about 24 hours/week; flexible, remote work schedule. The rate of pay is \$24.93 per hour.

Application Process

To apply, send a cover letter and resume to Paula Strickland at pstrickl@mun.ca. The deadline to apply is Friday, August 30, 2024.

This position is governed by a Collective Agreement between TAUMUN and Memorial University of Newfoundland.