Job Title: Postgraduate Teaching Assistant

Job Type: Part-time

Job Summary:

The postgraduate teaching assistant will assist in the delivery of courses and/or laboratories as assigned by their supervisor. They will assist in grading assignments, proctoring exams, and facilitating class discussions, as well as providing academic support and mentoring to undergraduate students. This role will be responsible for ensuring that students receive a high-quality educational experience.

Key Responsibilities:

• Assist in the delivery of courses and/or laboratories as assigned by the supervisor

• Provide academic support and mentoring to undergraduate students

• Grade assignments and proctor exams

• Facilitate class discussions and other activities as assigned

• Attend meetings and training sessions as required

• Assist with the preparation of course materials

• Maintain accurate records of student performance and participation

• Ensure compliance with university policies and procedures

• Maintain a professional and respectful relationship with students, colleagues, and supervisors

Qualifications:

• Must be enrolled in a graduate program at the university

• Excellent communication and interpersonal skills

• Strong organizational and time management skills

• Demonstrated ability to work independently and as part of a team

• Knowledge of course content and ability to explain complex concepts

• Previous teaching experience is an asset

Working Conditions:

This position may require working evenings and weekends. The postgraduate teaching assistant will work under the supervision of their academic supervisor and may be required to attend training sessions or meetings outside of regular working hours.

To apply for this position, please submit your resume and cover letter to [Insert contact information]