

APPENDIX 'B'
CLASSIFICATION SERIES

Academic Capacity 2 (Teaching Assistant)

In these positions, Employees are responsible for assisting the Immediate Supervisor in the instructional activities of a course(s).

These are jobs requiring considerable skills and judgment. Employees in this classification work with a minimum level of supervision and independently perform a variety of the representative duties, or perform duties for a specific function with significant responsibility (ie. mark student work utilizing considerable skills and judgment to evaluate the students' understanding, and consult with students and provide feedback to students on coursework). The Employee will be informed by the Immediate Supervisor of the guidelines and limitations placed on them in completing their assigned duties.

Representative Duties and Responsibilities:

- Consults with the Immediate Supervisor responsible for the course(s) for direction on assigned responsibilities
- Required to attend training related to the assigned duties and responsibilities (e.g. WHMIS training, first aid training, session on test/exam proctoring, etc.)
- May be required to attend lectures and other sessions of instruction in the course
- May prepare instructional material such as handouts, assignments, problem sets, tests, exams and presents to students in a variety of settings such as group tutorials, laboratories, or seminars
- May mark student work utilizing considerable skills and judgment to evaluate the students' understanding, with minimal oversight, e.g. midterms, major projects
- May consult with students by maintaining regularly scheduled and posted times for such consultation and provide a reasonable amount of informally scheduled consultation if necessary
- May be requested to independently show films or undertake equivalent tasks, or support the Immediate Supervisor in facilitating group discussion of course materials
- May deliver a lecture in a course (or part of a lecture) under the guidance/supervision of the Immediate Supervisor
- May lead labs or portions of labs and oversee lab demonstrators
- When combined with other duties within the classification, may assist with invigilating tests or exams at the request of the Immediate Supervisor

- May give feedback to students on coursework
- May provide written feedback to the students on the quality of material presented for marking
- May work within the University's Learning Management system, and assist the Immediate Supervisor by uploading course materials and may be required to undertake responsibilities consistent with this classification in an online environment
- Performs other related duties as may be assigned, e.g. development or adaptation of audio visual materials, preparation of experiments, participation in field trips

Minimum Qualifications Required:

Education and Experience:

- Completion of academic studies and/or a suitable combination of education and relevant experience appropriate to assisting in the instruction of the course(s) assigned
- Normally a graduate, Honours, or an upper-level undergraduate student at the University of Winnipeg
- Successful completion of required training
- Other specialized qualifications or experience as may be required for a specific course(s)

Skills and Abilities:

- Demonstrated effective oral and written communication skills
- Ability to work independently with minimal supervision
- Ability to follow oral and written instructions, policies and procedures
- Ability to present information clearly and professionally
- Ability to interact empathetically with a wide variety of students
- Ability to provide effective and constructive feedback
- Ability to meet specified deadlines
- Ability to exercise judgment

Physical Requirements:

- Capable of performing the assigned duties

Academic Capacity 1 (Marker/Lab Demonstrator/Tutor)

In these positions, Employees are responsible for supporting the Immediate Supervisor in instructional activities, course-related or otherwise.

These are job(s) requiring moderate skills and judgment. Employees in this classification work with a moderate level of supervision and with the Immediate Supervisor's guidance, may perform a few of the representative duties or perform a specific function. The Employee will be informed by the Immediate Supervisor of the guidelines and limitations placed on them in completing their assigned duties.

Representative Duties and Responsibilities:

- Meets with the Immediate Supervisor responsible for the course(s)/laboratories, for the purpose of orientation and receiving guidelines for grading and marking assignments and for providing written feedback to the students
- Required to attend training related to the assigned duties and responsibilities (e.g. WHMIS training, first aid training, etc.)
- May be required to attend pre-lab meetings
- Under the supervision of the Immediate Supervisor, may help with the setting up, testing, dismantling and storing of lab equipment and/or materials; and during a lab may assist the students with lab activities and procedures.
- May, as part of Language Labs, assist the Immediate Supervisor in developing lab activities and assessing student progress
- May mark work submitted by students under the supervision of, and in accordance with the guidelines/answer key provided by, the Immediate Supervisor, e.g. tests, assignments
- May provide written feedback to the students on the quality of material presented for grading or marking
- May be required by the Immediate Supervisor to maintain regularly scheduled and posted times for providing consultation and a reasonable amount of informally scheduled consultation to students regarding marked work
- When combined with other duties within the classification, may assist with invigilating tests or exams at the request of the Immediate Supervisor
- May be required to assist in the production of tests, or projects under the supervision of the Immediate Supervisor responsible for the class or laboratory

- May provide individual tutoring to student(s) in accordance with the course requirements, and as determined in accordance with the Immediate Supervisor or department (e.g. Aboriginal Student Services)

Minimum Qualifications Required:

Education and Experience:

- Completion of academic studies and/or relevant experience appropriate to supporting instructional activities, marking, lab demonstrating, or tutoring the material assigned
- Normally an undergraduate student at the University of Winnipeg who has successfully completed a minimum of 30 credit hours
- Successful completion of required training

Skills and Abilities:

- Effective oral and written communication skills
- Ability to work independently or as part of a team
- Ability to follow oral and written instructions, marking guides, policies and procedures
- Ability to meet specified deadlines
- Ability to interact empathetically with students, particularly in tutoring situations

Physical Requirements:

- Capable of performing the duties as assigned