

APPENDIX B – CLASSIFICATION SERIES

Academic Capacity 1 and 2

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Positions in this series provide a range of instructional support, which may include assistance in the preparation of instructional materials; assistance with teaching – including in a laboratory setting; teaching a section of a course under direction; grading student work; providing feedback to students; explaining and clarifying subject materials; and performing related administrative tasks. The specific duties assigned to Academic Capacity positions vary and may include one or more of the functions listed below.

Academic Capacity 1 (Markers, Lab Demonstrators, Tutors)

Academic Capacity 1 are normally University of Winnipeg undergraduate students providing instructional support under general supervision. Positions at this level require moderate skills and judgment, as duties are performed in accordance with clearly defined guidelines, requiring limited interpretations.

Representative Duties and Responsibilities (*intended to illustrate characteristics of this classification level; any one position may not perform all of the duties, or may be required to perform equivalent duties not listed below*):

- **Provide instructions and tutoring to student(s), which may include explaining and demonstrating concepts and procedures, and clarifying subject areas;**
- Required to attend training related to the assigned duties and responsibilities (e.g. WHMIS training, first aid training, etc.);
- When combined with other duties within the classification, may assist with proctoring/invigilating tests, exams **and quizzes;**
- **Grade student work (assignments, tests, exams, lab results, etc.) using specific guidelines/answer keys provided by the Immediate Supervisor, e.g. true/false, multiple choice, etc.;**
- **Maintain regularly scheduled and posted times to provide consultation and feedback to students on coursework, quality of materials submitted for grading, and other similar matters;**
- May help with the setting up, testing, dismantling, and storing of lab equipment and/or materials; and may assist the students with lab activities and procedures. **Monitor the condition of the learning environment, ensuring that all relevant protocols, such as health and safety are followed;**
- **Maintain records; assist in the reproduction of tests; organize course materials; etc.**
- Perform other related tasks.

Minimum Qualifications Required:

Education and Experience:

- Completion of academic studies and/or relevant experience appropriate to assigned duties
- 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

Academic Capacity 2 (Teaching Assistants, Markers, Tutors)

Academic Capacity 2 are normally University of Winnipeg graduate, Honours, or upper-level undergraduate students assigned instructional support responsibilities requiring considerable skills and judgment. The positions differ from Academic Capacity 1 in that they perform duties with minimal guidance, are more involved in the development of instructional materials, and are expected to exercise discretion in applying evaluation criteria to students' work.

Representative Duties and Responsibilities (*intended to illustrate characteristics of this classification level; any one position may not perform all of the duties, or may be required to perform equivalent duties not listed below*):

In addition to duties of Academic Capacity 1:

- Assist in the development or update of tests and/or instructional materials, such as handouts, audio-visual materials, assignments, etc.
- Deliver portion(s) of a course, or lab sessions, including facilitating discussion of course materials, and present to students in a variety of settings, as directed by the Immediate Supervisor;
- Grade student work requiring interpretation of assessment criteria vis-à-vis student understanding e.g. projects, reports, essays, etc.;
- Meet with students individually or as a group to resolve course-related problems;
- May provide technical guidance to Academic Capacity 1;
- May be assigned duties requiring administrator access to the University's Learning Management system;
- Perform other related duties, e.g. 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 assigned duties
- 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