



THE UNIVERSITY OF  
WINNIPEG

# HR-2200-001 “History of Human Rights in Canada” Marker

## Academic Capacity 1 (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), 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. Nexus training, etc.)
- 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
- May be requested to support the Immediate Supervisor in facilitating group discussion of course materials
- Performs other related duties as may be assigned

### **Minimum Qualifications Required:**

#### **Education and Experience:**

- Completion of academic studies and/or relevant experience appropriate to supporting instructional activities, and marking 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

#### **Physical Requirements:**

- Capable of performing the duties as assigned

Company

University of Winnipeg

Location

Global College

Opening Date

May 2, 2019

Closing Date

May 13, 2019

Starting Date

May 20, 2019

**Rate of Pay:** 12.80 per hour plus 6% vacation pay

**Note: This position is represented by the Public Service Alliance of Canada - Academic Capacity Unit.**

This position will primarily involve administration (particularly on Nexus) and providing feedback on assignments (with significant guidance, oversight and rubrics). Beyond these core tasks there is some flexibility based on the interests and experience of the person hired. The goal of the TAship is to support the course while also assisting the TA in developing and strengthening a range of transferable skills.

**Additional Requirements:**

- Must have 60 credit hours in Human Rights.
- Must have completed HR 2000/HIST2512 course with a minimum GPA of 3.5
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**Preferred Qualifications:**

- Maintain a GPA of 3.0 or above
- Preference will be given to undergraduate students in the Human Rights program and graduate students in the Peace and Conflict Studies Program.

Estimated total number of hours for this Appointment:

60 hours

Minimum Hours:

30

End Date of Appointment:

June 30, 2019

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