

JOB POSTING – Teaching Assistant Position

Posted on:

Fall Term 2018 (August/September – January)

IHPME seeks a Teaching Assistant for the following course:

HAD5303H – Controlled Clinical Trials

Qualifications: An individual with background in and knowledge of controlled clinical trials. Clinical background or experience working in a clinical research setting is preferred.

DUTIES	Hours Per Task
<u>I. Preparation time (August/September 2018)</u>	5
<u>II. Marking and Grading:</u>	70
Grade all assignments in conjunction with course coordinators, including giving feedback, tabulating marks	
<u>III. Other Duties:</u>	45
a. Edit class documents (e.g. schedule, information about class, marking instructions)	
b. Post all material on Blackboard in timely fashion	
c. Maintain Blackboard up to date	
d. Ensure IT set up for each class	
e. Arrange for evaluation of each class and tutorial sessions	
f. Attending class (2.5 hours x 13 weeks)	
g. Respond to student information requests	
h. Coordinate and arrange for tutors and special lecturers	
i. Preparation for small group or presentations in timely fashion	
j. Scheduling assignments and presentations	
k. Distributing assignments	
l. Consulting with students (including electronic consultation)	
m. Consulting with Professor	
n. Work collaboratively with program assistant	
<u>Total Hours:</u>	120

Estimated course enrolment: 25 students

Rate of pay: \$44.44 per hour

Applicants should submit a cover letter and a CV to ihpme.appointments@utoronto.ca by **July 31st**. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The Departmental Hiring Policy is available in the Department Office and in the CUPE Local 3902 Office.

In accordance with the Employment Equity Policy, the University of Toronto encourages applications from qualified women and men, members of visible minorities, aboriginal people and persons with disabilities.

Note: Although a graduate student's preference as to the campus location of his/her TA appointment will be taken into account, both the initial TA appointment (or CI appointment) and the subsequent appointment obligation related to that appointment may be met through position(s) on any one of the University of Toronto campuses in courses in the same discipline as the initial appointment. TA's will only be assigned to courses in fields in which they are or should be qualified to assist.