University of Toronto
Institute of Health Policy, Management and Evaluation

JOB POSTING – Teaching Assistant Position

Posted on: August 27, 2021

Fall Term 2021 (September – December)

IHPME seeks a Teaching Assistant for the following course:

HAD5303H – Controlled Clinical Trials

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

DUTIES

I. Preparation time (September 2021)

   5

II. Marking and Grading:

   Grade all assignments and presentations in conjunction with course
   coordinators, including giving feedback, tabulating marks

   70

III. Other Duties:

   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 and the other course TA

   45

Total Hours: 120
Estimated course enrolment: 25 students

Rate of pay: $46.70 per hour

Applicants should submit a cover letter and a CV to ihpme.appointments@utoronto.ca and clinepi.courses@utoronto.ca by September 3, 2021.

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.