

Job type:	Part-time 3-month contract
Position title:	Undergraduate Teaching Assistant
Positions available:	1 position in GNDS 125: Gender, Race and Popular Culture 1 position in GNDS 315: Feminist Pedagogies
Salary:	\$20.44/hour plus 4% in lieu
Time commitment:	Approximately 3 hours/week

Reporting to the instructor of the course to which they are assigned, the Undergraduate Teaching Assistant is responsible for routine technical assistance including Zoom administration, caption editing, and assistance with recording lectures during in-person instruction.

The successful candidates for the positions will be expected to attend the weekly lecture in the course they are assigned to assist with classroom technology, both during remote instruction and in person when classes return to campus in March.

GNDS 125: Thursdays 9:30-11:30am

GNDS 315: Mondays 8:30-10:00am; Thursdays 10:00-11:30am

Skills required

Previous experience using advanced features in Zoom Pro and other webinar/online meeting tools

Ability to accurately and efficiently transcribe audio into written format using closed captioning software

Strong time management and ability to work within a short turnaround time

Review of completed applications will begin immediately and continue until the positions are filled. Preference will be given to upper year undergraduate students registered in a Gender Studies plan.

To apply submit a resume and cover letter to gndsug@queensu.ca. Please indicate your availability and interest in each course.

The Department of Gender Studies thanks all applicants for their interest; however, only those candidates considered for an interview will be contacted.