



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

(290 Vaughan Street Winnipeg, MB R3B 2N8)

Teaching Assistants – School of Business (2024 – 2025)

Booth University College's School of Business is responsible for serving our business students through delivering University-level courses that lead our students to achieving a degree. For the 2024-25 academic year, the School of Business will require in-person teaching assistants (TAs) to facilitate each class taught by a remote sessional instructor.

Each TA will set up the class, welcome the students and take attendance, review schedules, answer questions, turn on technology, distribute handouts, proctor any in-person assignments, tests and exams and follow up on issues, as requested by the instructor. The TA will provide individualized advice and feedback to students who are struggling and need to connect with the ALC to improve their academic writing, reading, studying, and researching skills.

For the 2024-25 academic year, the School of Business will fill the following positions, up to 40 hours per position.

- Fall - up to 4 positions
- Winter - up to 4 positions
- Spring - up to 4 positions

We are looking for applicants who are highly organized, have good communication skills, and can work closely with the instructors to increase the student engagement. Most of the classes will occur toward the late afternoon, early evening.

Essential Functions of the Job:

Teaching Assistants are expected to:

- Perform the duties of an in-class teaching assistant, which includes the following responsibilities.
- Welcome students to class, take attendance, record attendance in Populi and follow up with absentee students, if necessary.
- Advise students on upcoming discussions, assignments. Assist with grading and recording grades in Populi, if required.
- Facilitate group assignments.
- Proctoring assignments, tests, exams, as required



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- Coach students and assist with connecting with the Academic Learning Center (ALC) if student requires assistance with time management, creating assignment outlines, and understanding assignment requirements.
- Work closely with the course instructor to manage any in-class instruction components, as directed by the course instructor.

Other duties may include:

- Offer content specific support and/or lead small study groups
- Assist instructor with printing, photocopying and distribution of hardcopy materials.

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- A strong grasp of university class expectations and routines is required
- Attention to detail and ability to read carefully
- Good personal time management strategies
- Ability to work independently and to prioritise tasks
- Minimum GPA of 3.5 (or a professor's referral)
- Minimum of 30 credit hours in post-secondary education (or a referral)

2. Assets (Preferred Qualifications)

- Expertise in the area(s) of Business is preferred

This is a part-time, term position with up to 40 hours per position. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**



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How to Apply:

This is open to all qualified internal (current Booth UC Students) and external (non-Booth UC Students) candidates, who are legally entitled to work in Canada.

If you are interested in applying for this position, please submit the following items to BoothUC.Careers@BoothUC.ca by **August 20, 2024**:

1. A cover letter that includes the following:
 - a. A clear note indicating an application as a Teaching Assistant for the School of Business
 - b. A statement of the reasons you are applying for this position
 - c. Your current program of study at Booth UC (**if applicable**)
 - d. Highlight any specific skills or experience that make you an asset to this position
2. Resume of work and volunteer experience
3. For current Booth UC Students, please fill out and submit a Student Employment Application form <https://boothuc.ca/student-life/student-support/student-employment/>

Questions regarding this position may be directed to the Director, School of Business, Wendi Thiessen – wendi.thiessen@boothuc.ca.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.