JUNIOR ASSISTANT (Peer Mentor) POSTING
(CUPE 4163 Specialist Instructional Laboratory Instructors & Academic Assistants)

FALL SESSION First Term (202409)

Position title: Junior Assistant (Peer Mentor)
Appointment dates: August 26 2024 to Dec 31 2024
Rate of pay: $19.66 per hour, plus MERCs
Hours: Hours per position listed below may be adjusted; contracted hours will be finalized at the beginning of the term.

DUTIES/RESPONSIBILITIES:
Duties will include some or all of the following:
‹ Attend training sessions;
‹ Attend bi-weekly team teaching meeting;
‹ Support students on MSTeams (who are in teams completing major projects);
‹ Give Teaching Assistant and Instructors progress reports on teamwork in MSTeams;
‹ Upload course materials in Brightspace and MSTeams for students;
‹ Communicate student issues and successes with instructors.
Please note that duties may vary slightly.

SELECTION CRITERIA:
Appointments will be made in accordance with Article 13.02 (Appointment Procedures) and Appendix A of the CUPE 4163 Collective Agreement. Selection criteria will include:
‹ Education qualifications and academic merit;
‹ Related experience;
‹ Career and/or pedagogical value that the position will provide the student.

APPLICATION INFORMATION:
Please send application materials as email attachments to ATWP Program Administrator Amogha Halepuram Sridhar at atwpadmin@uvic.ca **no later than 24 May 2024 at 4.00PM**.

Required application m Q0.00000.0196 Tf8 Tm0 G(a)7ppl)-13(i)7c)7Ma7t)7h)]TJ 980)5200000912 0 612 71 0 0 1 27

ATWP 250 PEER MENTOR POSITIONS ANTICIPATED IN FIRST TERM
(August 26 to December 31)

These positions are subject to budgetary approval and enrolment criteria. There is some flexibility in how hours are allocated, depending on peer mentor availability.

Courses	Expected # of positions	Hours/Section
ATWP 250 Genres of Business Communication https://www.uvic.ca/humanities/atwp/program/courses/atwp-250/index.php	4	26

For more information about these courses and the ATWP, please see our program website: https://www.uvic.ca/humanities/atwp/.