

Academic Assistant Position

Fall 2019 – Winter 2020

Posting date: 2019-07-08

Closing date: 2019-07-22

The Faculty of Law, Queen's University, requests applications from suitably qualified individuals interested in an Academic Assistant position for the following course:

Law 135 – Introduction to Legal Skills

Introduction to Legal Skills ("ILS") offers first-year students an introduction to legal skills, such as legal writing and research, legal analysis, and oral advocacy. The course is a full year course, and includes large lecture sessions as well as small tutorial work. Students will be asked to complete a series of assignments that will increase in complexity as the year progresses (such as a written legal memorandum, a factum, and an oral advocacy exercise).

Duties

Academic Assistants will lead small tutorials of 25 students focused on legal writing, research and advocacy skills, as scheduled over the fall and winter terms. Academic Assistants for ILS will work closely with the Course Coordinator in delivering the tutorials, using the provided teaching materials, exercises, grading rubrics and will follow set instructional and learning objectives for the tutorials. Academic Assistants will be responsible for grading and providing feedback on both draft and final versions of the course assignments, under the supervision and direction of the Course Coordinator. Academic Assistants are also expected to provide some availability for student consultation outside the scheduled tutorials.

Hours

ILS is being offered from September 1, 2019 to March 27, 2020. Group tutorials will be 19.5 hours in total (a 1.5 hour tutorial on one day a week for the following dates) with an additional three (3) hours of training in the summer 2019. Academic Assistants will also be responsible for marking and responding to student questions via phone, email or other electronic teleconference, or in person (hours to be determined).



Tutorials will be a consistent Tuesday or Wednesday or Thursday on each of the following weeks (Academic Assistants will be assigned a particular consistent teaching day of the week per set):

September 10 or 11 or 12

September 17 or 18 or 19

September 24 or 25 or 26

October 22 or 23 or 24

November 12 or 13 or 14

January 7 or 8 or 9

January 21 or 22 or 23

January 28 or 29 or 30

February 26 or 27 or 28

March 4 or 5 or 6

March 11 or 12 or 13

March 18 or 19 or 20

March 25 or 26 or 27

Qualifications

Successful applicants will be expected to have the relevant education (J.D. or equivalent) and have expertise in the field relevant to the course. Preference will be given to candidate with superior legal writing and research skills, and excellent interpersonal skills including a demonstrated ability to successfully mentor legal skills development in law students and junior lawyers. Applicants must be comfortable working in a team environment to consistently implement the course objectives. Strong communication skills are required. Prior teaching or equivalent instructional experience will be considered. The ability to connect the learning objectives of the course to relevant practical experience is also required.

Application Procedure

Applications should include a complete and current curriculum vitae, a statement of interest and relevant experience, the names and contact details of two referees who may be contacted, and any other relevant materials the candidate wishes to submit for consideration.

Please send applications and supporting documentation by email to:

Miranda Gavidia, Human Resources and Staffing Officer

Email: lawpositions@queensu.ca





The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the application process, please contact Miranda Gavidia.

For additional details and information on the position and to submit applications, please contact:

Miranda Gavidia, Human Resources and Staffing Officer
Macdonald Hall
128 Union Street
Kingston ON K7L 3N6
lawpositions@queensu.ca; (613) 533-6000 ext. 74256

Academic Assistants (AAs) at Queen's University are governed by the Collective Agreement between Queen's University and United Steelworkers of Canada, specifically USW Local 2010 Unit 01, valid from September 1, 2016 to August 31, 2020. The Collective Agreement can be found at: <http://www.queensu.ca/humanresources/employee-tools/unions-and-associations>

