Academic Assistant Position
Fall 2021– Winter 2022

Posting date: July 15, 2021
Closing date: July 22, 2021

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 25-30 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.

While Queen’s is planning a return to in-person classes for the fall term 2021, it is possible that at some point during the academic year, Academic Assistants may be required to conduct their work remotely through video conferencing and email.

Hours
ILS is being offered from September 1, 2021 to April 30, 2022. Tutorials will require a commitment of around 20 hours over the course of the academic year, with an additional 1.5 hour of training in the summer 2021. 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).
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
128 Union Street
Kingston ON K7L 3N6
lawpositions@queensu.ca; (613) 533-6000 ext. 74256

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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