

Academic Assistant Positions

Summer 2025

Posting date: April 21, 2025

Closing date: April 27, 2025

The Faculty of Law, Queen's University, invites applications from suitably qualified individuals interested in an Academic Assistant position working either (i) full-time or (ii) part-time hours to support the academic needs of the Certificate in Law program.

Duties

Duties will be performed remotely and include, but are not limited to, assisting with class preparations; leading tutorials and simulations; monitoring and responding to online discussion forums; responding to student inquiries; attending meetings; and grading assignments. This successful candidate(s) will report to Professor Hugo Choquette, Academic Director, Certificate in Law and will provide support to one or more of the following online courses:

- LAW 201/701: Introduction to Canadian Law
- LAW 202/702: Aboriginal Law
- LAW 204/704: Corporate Law
- LAW 205/705: Public and Constitutional Law
- LAW 206/706: Intellectual Property Law

Hours

The Faculty of Law is offering two work terms/contracts over a 14-week period from May 1, 2025 to August 31, 2025, working a flexible schedule as follows:

1. An average of 35 hours per week. The total contract hours are 490 hours.
2. An average of 15 hours per week. The total contract hours are 210 hours.

This role requires availability for some evening and weekend hours and predetermined times for synchronous sessions.

Remuneration

The hourly rate of pay will be \$42.37 plus 7% in lieu of vacation pay and benefits, payable on a bi-weekly basis.

Qualifications

The successful candidate(s) will be expected to have an undergraduate degree in a relevant discipline; demonstrated expertise or strong interest in one or more of the subject areas covered

by the courses listed above; and strong communications and interpersonal skills, enabling the delivery of constructive feedback to students. The successful candidate(s) must also have familiarity with learning management systems (such as onQ) and video-conferencing software (e.g. Teams, Zoom).

USW Local 2010, Unit 01

The successful candidate will be governed by a Collective Agreement between United Steelworkers (USW) Local 2010, Unit 01 and the University, which is posted at [CollectiveAgreement USW2010-01 2020-2023.pdf \(queensu.ca\)](#).

Employment Equity and Accessibility Statement

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity and inclusion in the workplace and encourages applications from Black, racialized/visible minority and Indigenous people, women, persons with disabilities, and 2SLGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

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 recruitment process, please contact Lisa Latour Colby, Director, Human Resources at hr.law@queensu.ca.

Application Procedure

A complete application consists of a current curriculum vitae, a cover letter outlining relevant experience, the names and contact details of two referees who may be contacted, which work term/contract you wish to be considered for (full-time or part-time), and any other relevant materials you wish to submit for consideration.

Interested persons are encouraged to send all documents in their application package electronically as a PDF using the following naming convention:

Last Name_First Name_AcademicAssistant_CIL

Please address applications to:

Lisa Latour Colby, Director, Human Resources
Email: lawpositions@queensu.ca