



Academic Assistant Position

Fall 2024 - Winter 2025

Posting date: July 25, 2024

Closing dates: August 11, 2024

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 JD 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.

Hours

This appointment is being offered from September 1, 2024 to April 30, 2025. Tutorials will require a commitment of around 20 hours over the course of the academic year, with an additional 1.5 hours of training in the summer 2024. Academic Assistants will also be responsible for marking and responding to student questions via telephone, email or other electronic teleconference, or in person (hours to be determined)

Qualifications

Successful applicants will be expected to have a Juris Doctor or equivalent and have expertise in the field relevant to the course. Preference will be given to the 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 must include a complete and current curriculum vitae, a cover letter outlining relevant experience, the names and contact details of two referees who may be contacted, and any other relevant materials the applicant wishes to submit for consideration.

Please address applications to:

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

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

Lisa Latour Colby, Director, Human Resources
128 Union Street
Kingston ON K7L 3N6
lawpositions@queensu.ca