

Job title: Graduate Seminar in University Teaching (GSUT) Course Assistant

Application Deadline: Sunday, April 27 at 11:59 PM

Number of positions: One (1)

Contract type: Casual-Professional

Contract date: August 1, 2025 – August 30, 2026

Approximate hours: Up to 180 hours per term

Salary: \$32/hour

GradProSkills is seeking to hire one graduate student to assist the Graduate Seminar in University Teaching. If you would like to expand your teaching and coaching experience, have strong communication skills in English, and excellent graduate-level teaching and academic skills, we encourage you to apply to join the 2025-26 GradProSkills Team.

Primary responsibilities:

The GSUT Course Assistant plays an essential role in supporting the seminar that prepares graduate students for an academic teaching career. The seminar is facilitated by the Centre for Teaching and Learning (CTL) and is offered in a few different formats every year. The Course Assistant will work with the Course Instructor(s) to determine the exact support needed for each session. To learn more about the GSUT, you can visit the CTL page.

The duties of this role may include:

- Updating existing workshop materials on the learning management system.
- Developing and leading pedagogically-sound seminar sessions as agreed upon by the facilitator and the instructor.
- Updating the course Moodle site to ensure the material repository is up to date and verifying the completion status of course participants.
- Providing timely feedback to seminar participants on one or more assignments, Moodle discussion forums, and mini-lessons.
- Ensuring seminar feedback is implemented.
- Maintaining close communication with the Course Instructor, participating in meetings with the Course Instructor(s) every semester to review responsibilities.
- Contributing to the overall promotion and improvement of GradProSkills and the Graduate Seminar in University Teaching.



Requirements:

- MUST: be a graduate student_enrolled in a Concordia graduate program from July 2025 to August 2026 and be in good academic standing.
- MUST: Have successfully completed the <u>Graduate Seminar in University Teaching</u>.
- Preferred: Has TAed or taught at least one course at Concordia.
- Has demonstrated success in writing a teaching philosophy statement.
- Has demonstrated success in developing and writing a university course syllabus.
- Is proficient in teaching and presentation skills at the university level.
- Has experience teaching or facilitating group discussions with adults in a multicultural setting.
- Has advanced knowledge of lesson planning and teaching techniques and methodologies in online and in-person environments.
- Is comfortable giving and receiving feedback from graduate student peers.
- Use principles of effective feedback to provide feedback to participants on assignments and other course activities.
- Having working knowledge of Concordia's online training tools, notably Zoom and Moodle, is an asset.
- Has excellent written and spoken communication in English.
- Has strong organizational and time management skills.
- Is fully available during the posted seminar dates for either in-person or online activities, with flexibility in schedule and work environment (i.e., in-person, remote).
- Has demonstrated ability to perform professionally both independently and in a team environment.
- Is familiar with Concordia facilities, services and the GradProSkills program.
- Is willing to work on other GradProSkills events/activities as required.

N.B.: Lesson planning and teaching skills of short-listed candidates will be tested during the interview.



Application process:

Interested applicants must submit, by email, their resume with a cover letter and an academic writing sample following the instructions below:

- The resume, Teaching Philosophy statement, and sample lesson plan should be combined into a single PDF document. The PDF document should follow this naming format: "FamilyName, FirstName_GSUT"
 Ex: Smith-John_GSUT
- If applying for multiple positions, **submit a separate email for each position**. Applicants are expected to tailor their resume and cover letter for each position.
- Candidates are welcome to use GenAl when preparing their application, but if GenAl is used, we expect it to be acknowledged through a statement in the cover letter indicating which tool and prompt were used.
- Applications must be sent to gradproskills-jobs@concordia.ca using the position title as the subject, by Sunday, April 27 at 11:59PM
- We would like to thank all interested graduate students for their application. Only shortlisted candidates will be contacted for an interview before May 31.