

APPENDIX B ±CLASSIFICATION SERIES
Academic Capacity 1 and 2

Academic Capacity 2 (Teaching Assistants, Markers, Tutors)

Academic Capacity 2 are normally University of Winnipeg graduate, Honours, or upper-level undergraduate students assigned instructional support responsibilities requiring considerable skills and judgment. The positions differ from Academic Capacity 1 in that they perform duties with minimal guidance, are more involved in the development of instructional materials, and are expected to

Representative Duties and Responsibilities (intended to illustrate characteristics of this classification level; any one position may not perform all of the duties, or may be required to perform equivalent duties not listed below):

In addition to duties of Academic Capacity 1:

- x Assist in the development or update of tests and/or instructional materials, such as handouts, audio-visual materials, assignments, etc.
- x Deliver portion(s) of a course, or lab sessions, including facilitating discussion of course materials, and present to students in a variety of settings, as directed by the Immediate Supervisor;
- x Grade student work requiring interpretation of assessment criteria vis-à-vis student understanding e.g. projects, reports, essays, etc.;
- x Meet with students individually or as a group to resolve course-related problems;
- x May provide technical guidance to Academic Capacity 1;
- x Manage the Learning Management system;
- x Perform other related duties, e.g. participation in field trips.

Minimum Qualifications Required:

Education and Experience:

- x Completion of academic studies and/or a suitable combination of education and relevant experience appropriate to assigned duties
- x Normally a graduate, Honours, or an upper-level undergraduate student at the University of Winnipeg
- x Successful completion of required training
- x Other specialized qualifications or experience as may be required for a specific course(s)

Skills and Abilities:

- x Demonstrated effective oral and written communication skills
- x Ability to work independently with minimal supervision
- x Ability to follow oral and written instructions, policies and procedures
- x Ability to present information clearly and professionally
- x Ability to interact empathetically with a wide variety of students
- x Ability to provide effective and constructive feedback
- x Ability to meet specified deadlines
- x Ability to exercise judgment

Physical Requirements:

- x Capable of performing the assigned duties