

Undergraduate Teaching Assistant Positions Available – Fall 2025

ARTV101: Foundations in Visual Art

Fine Art Program (Visual Art)

Queen's University, Kingston, ON K7 3N6

The Fine Art (Visual Art) Program at Queen's University invites applications from suitably qualified candidates for up to six (pending enrollment) Undergraduate Teaching Assistants (TA) for **ARTV 101: Foundations in Visual Art**. This is an in-person course.

Undergraduate TAs serve under the direction and supervision of a designated course instructor and have the responsibilities listed below. This degree-credit course covers key topics related to the elements and principles art and materials in drawing, painting, printmaking, and sculpture.

Responsibilities:

- Attend training sessions led by the instructor along with weekly 1-hour course lectures.
- TAs will lead a 2-hour studio tutorial each week, following the course design provided by the instructor, to enhance the learning experience on topics discussed in the weekly lecture.
- Assist in grading assignments and providing timely feedback to students.
- Engage with students during office hours to offer additional support on course material and assessments.
- Assist the course instructor in preparing materials and managing the classroom environment and provide ongoing communication with the instructor on student progress.
- Work under the direction of the instructor and designated technicians to setup equipment and prepare materials in advance of weekly tutorials, and take down equipment, return materials, and ensure teaching spaces are clean afterwards.
- Ensure that students are abiding to studio art health and safety regulations.
- Set aside approximately 3 hours a week for evaluations and or preparation.

Requirements:

- Candidates must possess or be in their final year, and in good standing, of a ***Bachelor of Fine Art degree in Studio Art*** at Queen's University.
- Prior teaching or assistant experience in an academic setting is advantageous.
- Strong foundational knowledge in the artistic disciplines of drawing, painting, printmaking, and sculpture.
- Excellent communication skills and a proven ability to manage classroom activities and engage with students effectively, responsibly, respectfully, while promoting a welcoming, supportive and inclusive environment.
- Must be available to facilitate tutorials and attend the weekly lecture throughout the semester.
- Experience with OnQ learning platforms and experience with other digital tools is an asset.

- Must be able to maintain confidentiality in respect to the University's Freedom of Information and Protection of Privacy Guidelines and disclose a conflict of interest when appropriate.

Term Dates:

- Fall 2025 (September to December), the appointment will cover the academic term, including preparation week prior to the start of the semester.

Contract Hours and Rate of Pay:

- Each TA will be required to work hours that include tutorial time, preparation, and grading, of up to 57 hours for the duration of the term per each tutorial section.
- The rate of pay for Teaching Assistants is commensurate with university standards and the respective collective agreements.

To Apply:

- Applications must be sent via email to the Fine Art/Visual Art Program at fineart@queensu.ca. The deadline for applications is Monday, July 28 at noon (12:00pm).
- What to include in your application: Cover letter, CV (no more than two pages), a portfolio that includes samples of personal artwork (8 to 10 images) with an image list, Statement about the Artwork, Contact information for two references.

Commitment to Inclusivity:

- The University is committed to equity, diversity, and inclusion within its community and encourages applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.
- All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Accessibility:

- The University provides support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the application process, please contact the Fine Art/Visual Art Program at fineart@queensu.ca.