MPA 805- Quantitative Analysis
Teaching Assistant position description

Posting Date: August 6, 2019
Closing Date: August 23, 2019

Overview
The School of Policy Studies invites applications for a Teaching Assistant position for Quantitative Analysis – MPA 805 for Fall 2019. This course will be delivered to students in their first semester of the Masters in Public Administration program.

The Teaching Assistant (TA) position for MPA 805 – Quantitative Analysis is a great job for those who want to get involved with teaching statistics. Being a statistics TA is a terrific experience and a valuable addition to your resume. We are looking for a TA who is reliable, energetic, and who cares about helping other students learn statistics.

Roles and responsibilities
1. Assisting the Professor: Help design the course, construct tests, prepare materials, grade assignments, maybe teach a class session or two.
   • Understand the objectives and learning goals the professor has set for the students so you can communicate course materials to them; know the professor's expectations of you.
2. Holding Office Hours: Work with students one-on-one; learn about problems they are having with the course material.
   • Schedule and adhere to regular office hours; motivate students to see you during office hours; schedule office hours when students are available or right after class when students are most likely to have questions; provide your office phone number or e-mail address. Office hours are used to assist students with homework problems and answer questions.
3. Grading papers or exams: Grade test, exams, and quizzes.
   • Understand the course content and be able to follow a student's thinking to interpret answers that might not be complete; be consistent so your grading is fair and reliable; know your department's grading procedures and policies and work with your course supervisor to develop grading criteria; become familiar with your department's and the University policies on academic integrity.
4. Additional Tasks:
   • TAs are also expected to be available to help during the semester by doing several other small tasks such as, attending some classes, occasionally writing up homework solution sets, proofreading exams, helping with review sessions before exams and proctoring in-class exams or quizzes.

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Prerequisites, Skills and Experience

1. The TA must be a Masters or PhD student currently enrolled in a Social Sciences program at Queen’s University.

2. The candidate will be a TA for Quantitative Analysis as such, they must have already taken and passed a Statistics course either at Queen’s University or elsewhere.

3. We will use Excel and STATA to analyze data in this class, experience with these software packages is required.

4. Previous experience as a TA for a Statistics course will be valuable.

5. We expect that all TAs will meet the requirements listed above so they do not let down the students. Students in Quantitative Analysis, particularly, rely heavily on the work done by the TAs.

Applications should include a covering letter, a complete and current curriculum vitae, the names and contact details of two referees who may be contacted, and any other relevant materials that the candidate wishes to submit for consideration.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant’s accessibility needs. If you require accommodation during the interview process, please contact Martha Munezhi in the Smith School of Business at martha.munezhi@queensu.ca.

Applications and all supporting documentation should be submitted by the closing date to: Martha Munezhi, Smith School of Business, Queen’s University, Kingston, ON K7L 3N6 or by email to martha.munezhi@queensu.ca.

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