#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Forensic Law Teaching Assistant

**Job Number:** SS-082 | VIP: 1570

**Band:** OPSEU-8

**Department:** Forensic Science

**Supervisor Title:** Chair, Forensic Science

**Last Reviewed:**  June 19, 2024

#### **Job Purpose:**

In consultation with faculty in Forensic Science, prepares and delivers weekly seminar/workshops specific to Forensic Law related courses (at both the undergraduate and graduate level); completes grading of assignments, tests and final exams; offers assistance to students; maintains Blackboard and web pages for assigned courses; holds weekly office hours; participates in Open House and other student recruitment events; supports departmental activities as assigned.

#### Key Activities:

##### Seminar/Workshops Delivery & Student Assessment/Support

* Prepares for and delivers weekly seminars/workshops across several assigned courses per semester in law specific areas.
* Under supervision of faculty instructors and in accordance with marking schemes provided, evaluates and grades students on:
  + written work assignments,
  + oral presentations and mock court assignments,
  + quizzes and tests,
  + student-presented seminars/workshops,
  + seminar/workshop attendance and seminar/workshop participation.
* Under supervision of faculty instructors and in accordance with marking schemes provided, grades final examinations.
* Provides grades to faculty instructors for addition to student grade record through Blackboard Grade Centre or master Excel grade file and provides comments on student progress in general based on grade analysis at regular intervals.
* Invigilates quizzes, tests, and examinations during lectures and as scheduled during exam period.
* Monitors student performance and refers students in difficulty to faculty instructors and to university services.
* Communicates regularly with students outside of schedules seminars/workshops via email, phone, Blackboard, Zoom, and/or in-person directly before/after seminars/workshops on course subject matter, administration, grading, and/or issues related to seminars/workshops.
* Maintains regular office hours and is available by appointment for students who cannot attend office hours.
* Offers individualized attention to students in assigned seminar/workshop section(s) through one-on-one meetings and via email, phone, Blackboard, Zoom, etc. to:
  + provide remedial help,
  + provide guidance in preparation for seminars/workshop assignments, testing (i.e. in-class quizzes, midterms, and final exams) and assignments (i.e. legal essays and research proposals)
  + provide written/oral feedback on performance (i.e. quizzes, test, assignments, and attendance) and suggestions for improvement,
  + help students conceptualize and prepare reports and analyses,
  + explain and clarify course administrative information,
  + help interpret results from course materials,
  + provide broader academic and university support,
  + refer students to relevant university services as needed.

##### Seminar/Workshop Coordination

* In consultation with faculty instructors, contributes to the design and refinement of seminar/workshop content and structure.
* Attends course meetings with faculty instructors and, as necessary, lectures and other instructional activities to facilitate quality of courses (i.e. symbiosis with seminars/workshops).
* Assists in coordinating, 2-5 seminar/workshop leaders per semester, including:
  + Participates in weekly meetings, of seminar/workshop leaders with respect to seminar/workshop instruction, objectives of the seminar/workshop components of the course, and background information.
  + Provides seminar/workshop leaders with materials required to deliver seminars/workshops (i.e. worksheets, presentation slides, courts transcripts, mock court materials/setup, etc.)
  + Coordinates marking of assignment, quizzes, tests, and exams by seminar/workshop leaders including drop-off and pick-up of materials.
  + Participates in the training of marking/grading by seminar/workshop leaders
  + Coordinates invigilation schedule for seminar/workshop leaders for quizzes, tests, midterms, and final exams.
  + Regularly communicates with seminar/workshop leaders on issues related to seminar/workshop delivery and student issues in seminars/workshops.
* Coordinates seminar/workshop activities, including:
  + setting up necessary equipment (i.e. courtroom furniture, court video equipment, etc.) for teaching and/or demonstrating purposes
  + preparing materials (i.e. information/roleplaying sheets, presentation slides, etc.) for seminars/workshops for students and seminar/workshop leaders.
  + preparing materials for assignment and testing in lecture and/or seminars/workshops (i.e. organizing/printing/distributing assignment guidelines, instructions sheets, marking rubrics, quizzes, tests, examinations etc. for seminar/workshop leaders and faculty instructors).
* Monitors student attendance across seminars/workshops; reports trends and/or student requested accommodations to faculty instructors.
* Engages in professional development and implements information into courses by:
* researching new ways to engage students (including Teaching and Learning workshops),
  + researching new seminar/workshop content, pedagogy, and on-line options,
  + staying current on university resources, services, and initiatives relevant to students.

##### Course Administration

* Works collaboratively with faculty instructors to ensure success of the course.
* Organizes graded experiential learning exercises, this includes:
  + Preparing and distributing individual roles and setting up courtroom furniture for mock trial exercises (FRSC 1100)
  + Preparing schedules, collecting and distributing court documents to students, and setting up courtroom furniture for mock qualification of expert (FRSC 4312 & FRSC 5030) and expert testimony exercises (FRSC 4312) assignment
  + Preparing schedules, collecting and distributing court documents to students, preparing court files for counsel (faculty and students), setting up courtroom furniture, advertising, and preparing materials for guests for Open Court Session (FRSC 5030)
* Plays an active role (i.e. court clerk, witness, expert witness, Crown and/or Defence, counsel, etc.) in graded and non-graded experiential learning activities where required.
* Maintains and administers course information on the Blackboard Course website or equivalent site (ex. MS Teams) for relevant courses. This includes:
  + administering and managing groups in person and online
  + administering content including lecture and workshop material
  + preparing assignment droboxes
  + preparing online assessments (i.e. quizzes, tests, midterms, exams)
  + assignment acceptance and review
  + course grading structure
* In consultation with faculty instructors, contributes to the development and refinement of course evaluations and course grading structure (i.e. assignments, tests, and experiential learning exercises).
* Prepares quizzes, tests, and examinations under supervision of faculty instructors.
* Records and manages grades in consultation with faculty instructors.
* Develops and maintains database of student marks, including final marks in the course.
* Liaises with Student Accessibility Services, Centre for Academic Testing, Student Wellness Centre and/or other university services to facility student success
* Monitors Student Accessibility Services portal for accommodations on assignments and tests for purposes of Blackboard administration on relevant items (i.e. setting up extensions and time factor accommodations on quizzes, tests, and examinations)
* Attends and contributes to meetings of faculty instructors and relevant program meetings to discuss issues affecting student learning, testing and other classroom issues.
* Participates in open house and other related student recruitment events (ex. OUF, Open House, Tours Plus, group visits) when available.
* Other duties as assigned.

#### Education Required:

* Master’s Degree preferably in a discipline with emphasis in Law, Legal Studies and/or Forensic Science, and teaching-related experience relevant to a law-related curriculum.

#### Experience/Qualifications Required:

* One (1) year of teaching-related experience at the college or university level.
* Experience engaging students via experiential learning exercises in a workshop setting.
* Strong background experience (academic or professional) in law and/or forensics with experience in a court setting preferred.
* Excellent interpersonal and communication skills.
* Excellent organizational skills with the ability to multi-task in a busy environment and effectively coordinate multiple groups of students.
* Experience with facilitation and group management.
* Experience with grading/marking of assignments, reports, tests, exams, etc. and responding to student inquiries about same.
* Strong writing, editing, evaluation and feedback skills and experience.
* Strong computer skills, including word processing, spreadsheets, and learning management platforms.

**Job Evaluation Factors:**

##### Communication

Internal:

* Students
* Faculty
* Staff
* Trent Resources – Academic Skills, Health Services, Exam Centre, SAS, Trent Advising, Department AAA

External

* Lecture guest speakers
* Parents and prospective students: act as a resource in recruitment efforts

##### Motor/ Sensory Skills

* Dexterity - word processing, especially responding to student e-mails
* Fine motor skills, Co-ordination - using a mouse and physically marking/grading student course work for many hours at a time walking/climbing stairs
* Stamina - standing for extended periods of time in order to conduct seminars/workshops
* Hearing - responding to student individual requests made in person
* Visual - all aspects of the job
* Speaking - conducting seminars/workshops

##### Effort

Mental:

* Patience, understanding - dealing with numerous students with varying degrees of need
* Compassion - same; also awareness of health, psychological issues inherent in student’s lives
* Flexibility - able to adapt to differing teaching styles of various faculty who we are teamed up with
* Sustained concentration - being able to be engaged in the 7-8 seminars on the same topic; being able to grade the same essay/exam topic ~500 times; creating/revising seminar materials, marking assignments, reading new material, analyzing problems, administering and participating in mock court session (ranging from 4-6 hours at various times throughout the semester)
* On the job response – being able to change plans on seminar delivery, and delivery during mock court experiential learning activities

##### Working Conditions

Physical:

* Marking/keyboarding
* Responding to e-mails - many hours required especially at the start of each term
* Standing for long periods of time during seminars (6-8 hrs/weekly), midterms (2-6 hrs/semester) and exam (4-6hrs/semester) , as well as experiential learning activities (mock court) ~30 hrs during winter semester, and proctoring midterms/exams
* Lifting/Moving - Moving large boxes of assignments/exams, and regularly rearranging classroom furniture for mock court exercises; moving/lifting classroom furniture and moving courtroom furniture between storage and classrooms.

Psychological:

* Disgruntled/distressed students - not trained to deal with student’s health and mental health issues which may present during providing assistance to students
  + Related to course work and grades.
  + Directing students to the appropriate campus services for health, mental health, and other personal issues as needed.
* Complaints – Complaints from students
* Competing frequent deadlines with assignments and weekly seminars, and email
* Frequent Interruptions during office hours
* Lack of control over pace of work – Deadlines and nature of work results in unavoidable busy periods
* Variable work schedule
* Sustained periods of concentration
* Conflicting work - seminars, seminar material, assignments, exams, seminar leader management, priorities and deadlines
* Handling of student appeals - Angry students upset with grades
* Multiple competing demands – supporting 300-700 undergraduate and 24 graduate students per semester, training and supervising seminar/workshop leaders, delivering seminars, preparing test and exams, coordination of invigilation support, etc.