Department of Humanities is Hiring:  
Two Research Assistants to Support Remote Teaching and Learning

The Department of Humanities and the Graduate Liberal Studies Program are hiring two Research Assistants to help faculty prepare for remote instruction in the fall term. This position supports instructors in the creation of Canvas course sites and PowerPoint slides, the sourcing of digital course materials and images, scheduling Zoom class times, and any other tasks related to converting an in-person course to a remote course.

Note: this is not a teaching position; instructors will provide the RAs with the course content to be uploaded or added to a PowerPoint presentation, or ask the RAs to source specific materials.

Duties and Responsibilities:
• Works closely with individual course instructors in the Department of Humanities and the Graduate Liberal Studies Program to help them prepare their courses for remote teaching and learning in Fall 2020 and potentially Spring 2021;
• Sets up Canvas course sites;
• Prepares the formatting and design of MS PowerPoint presentations;
• Liaises with the SFU Library to locate digital versions of scholarly articles;
• Helps faculty to schedules Zoom calls for class times.

Qualifications:
• Be enrolled as a graduate or undergraduate student at SFU in Summer 2020 and Fall 2020 (we will prioritize qualified HUM and GLS students);
• Excellent knowledge of Canvas to help instructors set up the course shell, modules (including uploading and embedding images, videos, and articles), assignments, and grading;
• Excellent knowledge of MS PowerPoint;
• Ability to schedule recurring Zoom calls for class times;
• Excellent interpersonal and communication skills;
• Excellent organizational and problem-solving skills;
• Knowledge of basic copyright regulations and readiness to check appropriate use of images and other media;
• Proficient in the use of word processing and internet applications and tools;
• Ability to work independently;
• Ability to establish priorities and to work on a number of different courses concurrently and meet deadlines.

Time commitment: July 22, 2020 to December 31, 2020; up to a maximum of 70 hours total for each position dependent on need (the majority to be completed in July and August 2020 to prepare the fall courses; with potentially some additional hours during the fall term)
**Compensation:** $30/hour ($26.32/hour + 10% in lieu of benefits + 4% in lieu of vacation time)

**Application process:** Applicants should submit: (1) a 1-page cover letter structured to address the qualifications, skills, and role responsibilities as listed above, and (2) a CV (including contact information for 3 professional references). These two items should be organized as one PDF attachment, and be addressed to Cristina Serverius, Manager, Academic and Administrative Services, and emailed to human@sfu.ca.

**Application deadline:** Friday, July 24, 2020

We appreciate all replies to this posting, however, we are only able to contact successful applicants.