The Office of Francophone and Francophile Affairs will be hiring a Teaching Assistant for tutoring and marking duties for Spring 2019. The workload includes individual linguistic support, grammar tutorials, and double correction for writing assignments for students enrolled in the French Cohort Program in Public and International Affairs (FCP)—a multidisciplinary program in Political Science, French and History, which is taught primarily in French.

**LOCATION/TIME:** Burnaby Campus  
Tuesdays- 12:30-2:30 pm  
Wednesdays- 1:00-2:00 pm

**DURATION:** January 2, 2019 – April 30 2019

**APPLICATION DEADLINE:** Monday, November 5, 2018

A letter of motivation and CV, in French, should be sent to the attention of David Pajot, Associate Director, Office of Francophone and Francophile (OFFA) Affairs via e-mail (fcp_baff@sfu.ca).

**QUALIFICATIONS:** Successful applicants must possess an excellent proficiency in oral and written French, and pedagogical skills as assessed by means of an interview. MA or higher degree preferred.

**REQUIRED EMPLOYMENT DUTIES AND RESPONSIBILITIES:**

Teaching Assistant Responsibilities
In general, the incumbent should expect to have the following responsibilities under the supervision of the Associate Director, OFFA and of the professors of the POL and HIST courses in question:

- Drop-in hours for linguistics support- tutoring (3 hours weekly)
- Double correction (grammatical proof-reading/marking duties) of course assignments written in French for POL 244F, POL 253F, POL 472F, POL 497F, HIST 102W-F
- Contact hours with FCP students and professors for the courses in question

For further information on the responsibilities of TAs please see Article XIII of the Collective Agreement with the Teaching Support Staff Union (TSSU).
**EQUITY:** The University is committed to the principle of equity in employment. (See Policy GP 19.)

**PRIVACY:** The information submitted with an application is collected under the authority of the *University Act* (R.S.B.C. 1996, c.468, s. 27(4)(a)), applicable federal and provincial employment regulations and requirements, the University’s non-academic employment policies and applicable Collective Agreements. The information is related directly to and needed by the University to initiate the employment application process. The information will be used to contact references supplied by an applicant, evaluate an applicant’s qualifications, and complete the employment process by making a hiring decision. Applicant information may also be disclosed to the TSSU in accordance with Article XIII F.3.1.b of the Collective Agreement. If you have any questions about the collection, use and disclosure of this information please contact the Associate VP, Human Resources, Simon Fraser University, Burnaby, BC V5A 1S6. Telephone 778-782-3237.