

## Job posting

**Positions:** Teaching Assistant  
Amateur Landscape and Garden Design Program

**Posting Date:** June 14, 2023

**Closing Date:** Posting will remain open until the pool is filled

**# Of Hires Needed:**

**Format:** In person and online support

**Date:** Sept 19 to Nov 7 2023 to start. Additional 8-week terms in Feb to March and April to May 2024 term TBD

**Pay Rate:** 19.27 per hour

**Hours:** 4 hours per week over each 8-week course. (i.e.: 2 hours per wk for in-person sessions; 2 hours per wk online support work during each week)

Continuing Education has been an integral part of the University of Victoria since its inception in 1963. Today, the Division of Continuing Studies (DCS) provides adult and continuing education programming in co-operation with UVic faculties and community partners. We offer a comprehensive portfolio of programs in a range of academic disciplines, using diploma, certificate, degree, and other programming models to serve adult, part-time, international, and geographically dispersed students.

### Position summary:

The Division of Continuing Studies is interested in developing long-term relationships with committed Teaching Assistants (Tas) who have high professional standards, excellent communication skills, enthusiasm, and a commitment to supporting learning experiences immersed in adult education principles.

We are seeking one Teaching Assistant who can support instructors in delivery of courses within the **Amateur Landscape and Garden Design Micro-credential Program**. This work will include supporting weekly 1.5hr in-person and optional online sessions as well as weekly asynchronous online discussion forums and related informational postings.

The successful candidates will be familiar with the adult learning principles to best support student learning and engagement and well as hands-on experience and aptitude for supporting Zoom sessions and posting information in an online Brightspace course site. The ideal candidate will be engaged in an undergraduate degree and have some experience as a teaching assistant (paid or volunteer work). Experience and confidence with technology and related trouble shooting for in-person and online delivery systems and related student support will be considered an asset.

We are also especially interested in candidates who can demonstrate a strong commitment to excellence in teaching support and teamwork.

### Qualifications:

Applicants must have:

- Completed a minimum of 2 years within a UVic Undergraduate degree

- Technical knowledge and experience using Zoom and Brightspace
- Excellent interpersonal, communication, and student support skills.
- Previous Teaching Assistant experience is preferred.
- Experience and knowledge of best practices in distance education considered an asset.

## **Amateur Landscape and Garden Design Micro-Credential Program**

### **Program outcomes**

Upon completion of this program, participants will be able to:

- Apply foundational principles, strategies and design requirements to residential landscape design projects
- Describe the purpose of landscape and hardscape features in garden design
- Identify and differentiate landscape styles
- Identify and select plants appropriate to a Pacific Northwest garden
- Articulate the ecological benefit and role of plants in nature and the use of native plants in garden design
- Produce residential landscape design plans using hand-drawn techniques to effectively communicate ideas and plans

For further information about the **Amateur Landscape and Garden Design Program (ALDG)**, please visit our webpage [here](#)

### **How to apply:**

Please submit a cover letter and current resume (in pdf format) to:

Ann Greenwood, Program Coordinator

Division of Continuing Studies University of Victoria

[scicoord@uvic.ca](mailto:scicoord@uvic.ca)

### **Equity statement:**

*The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.*