



# McGill

Teaching and Learning Services  
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## 169 Work Study Casual Positions Available

### Remote Learning Assistant (IT Assistant C – AMUSE)

Posting Reference #: Remote Learning Assistant 20200807

Posting date: August 7, 2020

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**Reporting to:** Dr. Laura Winer, Director

**Location:** Remote Work

**Hiring Unit:** Teaching and Learning Services

**Hourly rate:** \$14.5 + 3.6% legal holiday indemnity + 4% Vacation pay added to each pay

**Hours:** Up to 15 hours per week (there is no guarantee of minimum hours per week)

**Duration:** August 24, 2020 to December 4, 2020 with a possibility of extension

#### **Job Summary:**

Teaching and Learning Services (TLS) is looking for currently registered 169 undergraduate or graduate McGill registered student Remote Learning Assistants (IT Assistants C Amuse Casual) positions to provide technical support to one or more faculty members and instructors to adapt academic course material for remote delivery, and includes but is not limited to course mechanics, course content, and technical support for faculty and students. The Remote Learning Assistants may be assigned to any faculty or any instructor for periods less than three hours, over the course of their contract. Although these positions are not restricted to Work Study students, they will be given priority.

#### **Mandatory Training provided:**

These Remote Learning Assistant (IT Assistant C – AMUSE) positions are recognized as a work integrated learning opportunity on McGill University's Co-Curricular Record, under the Enriched Educational Opportunities category. As part of the student's learning, the Remote Learning Assistants will be provided technical training as listed below, receive student employee onboarding, and will be required to submit a reflection exercise at the end of job assignment, and have their work evaluated.

- Student employee onboarding and working remotely
- How to use relevant learning management systems technology (LMS)- myCourses, in particular uploading materials, setting up activities such as quizzes and discussion boards.
- Online tools for web conferencing and interaction (Zoom)
- Participation in a community of learners
- Best practices for supporting students with the technical aspects of web conferencing during a fixed course session.

**Job responsibilities:** Remote learning assistants may be expected to perform some or all of the following duties:

- Record demonstrations and field and lab experiments using basic video equipment or Smartphone.
- Edit videos using basic editing software (i.e., Camtasia)
- Assist instructors and guest speakers with the use of multiple tools during a fixed session.
- Assist instructors with adapting the structure of course materials in myCourses, adding materials and configuring activity tools.
- Act as technical facilitator in fixed Zoom sessions, particularly in large classes.
- Provide students basic technical support during fixed delivery.
- May be assigned to any Faculty or any instructor, for periods less than three hours, over the course of their contract.

**Job requirements:**

- To be eligible for this job, you must have access to a computer and high-speed internet, webcam and microphone, and work from home office space.
- Must be willing to learn new software
- Must be registered as a full time undergraduate or graduate student at McGill for the Fall 2020 semester
- Students who are eligible for the McGill Work Study programme (<https://www.mcgill.ca/studentaid/work-study>) will be given priority

Students applying should indicate knowledge/experience in any of the following areas:

- Organization and time management skills
- Proofreading skills
- Demonstrated knowledge working with Word, Excel, PowerPoint
- Effective communication skills
- Ability to support multiple instructors
- Familiarity with web conferencing technology (e.g., Microsoft Teams, Zoom, Cisco WebEx)

**Salary:** \$14.50/h + 3.6% legal holiday indemnity + 4% vacation indemnity

If you are interested in applying, please submit your application, no later than **August 21, 2020** through McGill Workday Career page, attaching the following documents:

- A cover letter including the posting reference number
- Your curriculum vitae
- Copy of your unofficial McGill transcript, indicating that you are registered for the Fall 2020 semester
- Copy of your Work Study eligibility Confirmation letter (if applicable)
- Completed web questionnaire, available at:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=cZYxzedSaEqvqfz4-J8J6krcFiSXOIFBmE36kRRUjpNUMEZHQEzR0pUQk1PRFIYOEhTU0hBTEIKSS4u>