

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS
TEACHING ASSISTANTS FOR SIGNATURE MODULE
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCE
(Ref. TA/CAES/Dec2022)

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Teaching Assistants on an independent contract basis.

As an Independent Contractor you will:

- **Not be regarded as an employee**
- Not be entitled to any benefits such as medical, office space, equipment, leave (including sick leave), etc in terms of the UNISA's conditions of service.
- Provide your own infrastructure i.e. your own computer, your own internet access and any other office-related equipment.
- Not be based at a Unisa campus or any location linked to the University
- Work on your own time in completing teaching tasks online for a *minimum* of 20 hours a week (e.g. marking of assignments, interacting with students on discussion forums, sending emails, etc). These hours should be spread over most days of the week.

DUTIES

Teaching Assistants (TAs) will have the following duties:

1. Familiarise yourself *online* with the subject content of the course
2. Review and give feedback regarding the online study content and all assessments at the start and during the semester
3. Familiarise yourself with the pedagogical approach followed to teach the *online* course, including by attending required online training provided by Unisa
4. Familiarise yourself *online* with the myModules (myUnisa) learning platform, including by attending required online training provided by Unisa
5. Actively engage and contribute on the TA support site, by performing tasks allocated by lecturers and by assisting fellow TAs who are struggling
6. Actively mentor one or more new TAs to ensure they meet performance standards
7. Contribute with new ideas and draft content or assessment questions at the request of lecturers
8. Actively facilitate, support and guide student *online* learning for approximately 250 assigned students
9. Facilitate subject-related student *online* discussions, per instructions of lecturers
10. Participate in online marking guideline meetings on Teams for approximately eight assessments and a portfolio
11. Mark (grade) approximately eight student *online* assignments and a portfolio
12. Provide personalised feedback on approximately eight student *online* assignments and a portfolio
13. Contribute to the preparation of online generic pre-guidance and post-feedback regarding approximately eight online student assessments
14. Respond within 24 to 48 hours in a professional manner to student queries using the University platform
15. Interact frequently *online* with the primary lecturer as directed

16. Fulfil online ad-hoc and administrative tasks related to the TA role, e.g., marking spreadsheets, plagiarism reports, high risk student reports, etc.

To be considered as an independent contractor *Teaching Assistant*, applicants must:

- reside in South Africa
- not currently hold a permanent or fixed term contract employment of Unisa

Applicants must further meet the following minimum criteria:

- Meet the College specific minimum appointment criteria
- Have ongoing access to an internet connected computer
- Be available to work a minimum of 20 hours per week, spread over most days of the week
- Have ongoing access to the internet **at own cost**
- Possess own copies of software packages that may be required for teaching e.g. Internet browsers, Word processing
- Have advanced computer skills, including of Microsoft Word and Adobe Acrobat – note: no training on using software packages and applications will be provided
- Be committed to meeting deadlines and have a passion for student-centred learning
- Have excellent communication skills and proficiency in English (all communication will be **written**)
- Being a former Unisa student would be an advantage owing to operational knowledge of the *myUnisa* platform
- Teaching experience will be an advantage

Applicants are invited to apply for a Teaching Assistant position in the following College:

<p>COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES (CAES)</p>
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The College specific appointment criteria are as follows:

GGH3708 – ENVIRONMENTAL AWARENESS AND RESPONSIBILITY

In this module, students are:

- Describe and explain the complex interrelationships between humans and the environment from a multi-disciplinary perspective;
- Develop a value system in terms of human-environment interactions and be in a position to access the probable impacts and consequences of human activities on the natural environment from an environmentally responsible perspective;
- Develop a sense of responsibility, a value system and an attitude that will enable the learner to formulate actions to reduce the occurrence and impacts of environmental degradation in their varied vocational directions; and
- Apply their environmental awareness and sense of values in a responsible fashion to ensure that a transformation to sustainable living is achieved in their varied vocational directions.

Requirements:

- Minimum of Masters degree but preferable PhD, within the discipline of Geography, Environmental Management or Environmental Science as a major subject.
- Excellent performance in a range of assessments covering module content and the use of the teaching platform.

To apply, submit:

1. The completed application form
2. A letter (maximum one page) motivating why you should be considered
3. A comprehensive CV, including descriptions of:
 - a. *the nature of your computer and internet connection*
 - b. *the nature of the software packages installed on your computer*
 - c. *the nature of your computer skills and knowledge of software packages*
 - d. *the nature of your knowledge of myUnisa*
 - e. *the nature of your teaching experience*
4. Certified copies (certification not older than six months) of:
 - a. *your highest qualification**
 - b. *your ID document/passport*
 - c. *your valid residential permit (if applicable)*
 - d. *a comprehensive CV*
 - e. *Proof of SAQA verification of foreign qualifications*

* UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.

Late, incomplete, and incorrect applications will not be considered.

Monthly remuneration: R 15585.60 for a maximum of five months per semester – conditional on activation of Teaching Assistant role.

Closing Date: 30 December 2022

Assumption of duty: Contracted individuals will be eligible for activation as TAs from 1st February 2023 - remuneration only becomes payable upon activation as the TA role, not on contract date.

Enquiries: Mr M Sultan Beg **Tel:** 011 670 9782 **Email:** case-ta@unisa.ac.za

Only applicants with the relevant qualification or higher qualification will be considered.

Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

UNISA reserves the right not to make an appointment and correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was not successful.

We welcome applications from persons with disabilities



APPLICATION AND PERSONAL INFORMATION

FORM: **Teaching Assistant**

HR-CA

SURNAME¹												Title							
FULL NAMES																			
College/Faculty																			
Academic Department								Position Reference											
Modules (Max of 3)		1				2				3									
Race		B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> W <input type="checkbox"/>				Female <input type="checkbox"/> Male <input type="checkbox"/>				Disability Yes <input type="checkbox"/> No <input type="checkbox"/>									
Registered disability		Total <input type="checkbox"/> Partial <input type="checkbox"/> Mental <input type="checkbox"/> Physical <input type="checkbox"/> Hearing <input type="checkbox"/> Sight <input type="checkbox"/>																	
Identification number												Date of birth							
Income tax number																			
Country of birth												Nationality							
Are you a South African citizen by birth?		Yes <input type="checkbox"/> No <input type="checkbox"/>				If no indicate the date citizenship was acquired													
Foreign Nationals																			
Passport no						Country of issue								Expiry date					
Work permit no						Type of permit								Expiry date					
Permanent residence status		Yes <input type="checkbox"/> No <input type="checkbox"/>				Date granted													
Residential address												Postal address							
Postal code						Postal code													
Telephone numbers		Home								Work									
		Cell								E-mail (Compulsory)									
Emergency Contact Details		Relationship		Next of kin				Child				Spouse				Friend			
Initials & surname												Tel no							
Current Studies						Qualification								Institution					
Qualifications²																			
Year completed		Qualification										Institution							
Signature																			

For office use:

¹ To be completed by incumbent

² From highest to lowest