

## UNIVERSITY OF SOUTH AFRICA

### ONLINE INDEPENDENT CONTRACTORS

### TEACHING ASSISTANTS FOR SIGNATURE MODULES

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.

#### DUTIES

**Teaching Assistants (TAs) will have the following duties:**

- Familiarise yourself *online* with the subject content of the course
- Review and give feedback regarding the online study content and all assessments at the start and during the semester
- Familiarise yourself with the pedagogical approach followed to teach the *online* course, including by attending required online training provided by Unisa
- Familiarise yourself *online* with the myUnisa learning platform, including by attending required online training provided by Unisa
- Actively engage and contribute on the TA support site, by performing tasks allocated by lecturers and by assisting fellow TAs who are struggling
- Actively mentor one or more new TAs to ensure they meet performance standards
- Contribute with new ideas and draft content or assessment questions at the request of lecturers
- Actively facilitate, support and guide student *online* learning for approximately 200 assigned students
- Facilitate subject-related student *online* discussions, per instructions of lecturers
- Participate in online round-robin test pack marking as required by lecturers for approximately six assessments
- Participate in online test pack marking meetings on Teams for approximately six assessments
- Mark (grade) approximately six student *online* assignments
- Provide personalised feedback on approximately six student *online* assignments
- Contribute to the preparation of online generic pre-guidance and post-feedback regarding approximately six online student assessments
- Respond within 24 to 48 hours in a professional manner to student queries using the University platform
- Interact frequently *online* with the lead lecturer as directed
- Fulfil online ad-hoc and administrative tasks related to the TA role, e.g., marking spreadsheets, plagiarism reports, high risk student reports, etc.

#### SPECIFIC REQUIREMENTS

- NQF 5 , 6 & 7 modules – Must have a Masters Degree in Accounting Sciences **OR** PhD in Accounting Sciences **OR** CA(SA)/CIMA/Relevant specialized professional body registration

#### COMPETENCIES,SKILLS AND ATTRIBUTES

- Excellent performance in a range of assessments covering module content and the use of the teaching platform
- 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 **text based**)
- Being a former Unisa student would be an advantage owing to operational knowledge of the *myUnisa* platform.
- Teaching experience will be an advantage

**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.

**The College specific appointment criteria are as follows:**

**CAS1501 PERSPECTIVES ON ACCOUNTANCY**

In this module, students are:

- Introduced to the roles of and principles applicable to accountancy professionals and the pervasive qualities and skills associated with such roles and principles;
- Guided towards an appreciation for the different principles and orientations of ethical behaviour in personal, business and professional accountancy contexts;
- Exposed to the fundamentals of fraud and corruption, including their attributes, impacts and motivators in accountancy contexts; and
- Exposed to the foundation for practising accountancy in an ethical and professionally competent manner.

**To apply, you need to supply the following:**

**Send your combined documents and form to [CAS-TA@UNISA.AC.ZA](mailto:CAS-TA@UNISA.AC.ZA)**

- identity document (non-South African applicants may apply with: *passport, work permit, permanent residence permit or proof of nationalisation if applicable. However prescribed policy processes will be followed for appointment*) (certified copies within the previous six months);
- all educational qualifications (certified copies within the previous six months);
- academic transcripts/records (certified copies within the previous six months);
- proof of SAQA verification for foreign qualifications (if applicable) (certified copies within the previous six months)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided.
- Late, incomplete and incorrect applications will not be considered **NB : Please send the single pdf**
- Unisa is not obliged to fill an advertised position, reserves the right to authenticate all qualifications without any further consent from the applicant.

**Assumption of duty:** 01 February 2023

**Closing Date:** 20 January 2023

**Enquiries** Susan Phaahla [CAS-TA@unisa.ac.za](mailto:CAS-TA@unisa.ac.za), (012) 429 8693

**Monthly remuneration:** **R14 960** per month – conditional on activation of TA role, not on contract date