**COURSE ASSISTANT**  
**POSITION POSTING**  
McGILL UNIVERSITY  
"McGill University is Committed to Equity in Employment"

<table>
<thead>
<tr>
<th>Date of Posting: April 30, 2021</th>
<th>Hiring Unit and Address:</th>
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<td>School of Computer Science</td>
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<td>McConnell Engineering Building, Rm 318</td>
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**Course Title:** Introduction to Computer Systems  
**Instructor:**

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<tr>
<th>Course Title: COMP 273</th>
<th>Number of C.A. positions available (estimate): 1</th>
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<tr>
<td>Hours of work (per term): 90</td>
<td>Dates of Appointment:</td>
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<td>Starting: September 1, 2021</td>
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<td>Ending: December 24, 2021</td>
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| Application Deadline Date: May 21, 2021 | Salary: Hourly rate: $29.33  
Per term: $2,639.70 |

**Required duties:**  
Must assist the instructor with all aspect of the course which could include, but is not limited to:  
- effectively communicate with the students;  
- office and/or lab hours;  
- correct exams and quizzes  
- Respond to emails  
- photocopying  
- monitor the discussion board;  
- preparation of solution sets for assignments, etc.;  
- be present during midterms and other exams  
- ensure confidentiality regarding course-related matters;  
- respect and treat all students equally.

**Qualifications Required:**  
Must have successfully completed the course applied for.  
Must be familiar with programming in Python.  
Must also have good command of the English language and communicate well

**Name & Title of Immediate Supervisor:**  
Dept. Authorization: B. Kemme  
Date: April 30, 2021

**NOTES:**  
- This position includes the possibility of an in-person and/or online presence.  
- All applicants must apply Workday  
- Announcements are considered tentative, pending final determination of course offerings and enrolments.