

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS
TEACHING ASSISTANTS FOR SIGNATURE MODULES
(REF.<>TA/Contr/CEMS/NOV/2024)

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 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 ECONOMIC AND MANAGEMENT SCIENCES (CEMS)</p>
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The College specific appointment criteria are as follows:

COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES:

SUS1501 – SUSTAINABILITY AND GREED

The purpose of this signature module is for commerce students to be reminded of their humanity, and for them to begin a lifetime journey of critical thinking. This purpose is pursued by: a) students exploring selected moral and political philosophy theories and basic informal logic; and b) students applying these theories to “case studies” dealing with contemporary social themes related to sustainability and greed.

Requirements:

- ✓ A Master’s degree
- ✓ Formal exposure somewhere in these qualifications to either:
 - Moral philosophy/ethics OR
 - Sustainable development OR
 - Corporate social responsibility(this must be evident in the qualification transcripts)

To apply, submit:

1. The completed application form: <https://forms.office.com/r/FFi9kGSs2z>
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 academic record transcript*
 - c. *your ID document/passport*
 - d. *your valid residential permit (if applicable)*
 - e. *a comprehensive CV*
 - f. *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.

Teaching Assistants and E-Tutors currently contracted should not apply.

Monthly remuneration: R 18060,80 a maximum of five months per semester – conditional on activation of TA role, not on contract date

Closing Date: 20 November 2024

Assumption of duty: Contracted individuals will be eligible for activation as TAs from *1st February 2025* - remuneration only becomes payable upon activation as the TA role, not on contract date.

Enquiries: Mr Mashudu Maelane Tel: (012) 429 6336

Applications should be emailed to TA.CEMSETUTORS@unisa.ac.za

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.

APPLICATION FORM ON THE LAST PAGE

APPLICATION FORM

CEMS-TEACHING ASSISTANCE

HR-CA

SURNAME¹				Title			
FULL NAMES							
College				Department (<i>see advert</i>)			
Modules: <i>Max of 3</i>						Tel no	
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			
Foreigner							
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				Fax	
		Cell				email address	
Emergency Contact Details		Relationship		Next of kin		Child	
Initials & surname						Tel no	
Are you currently a registered UNISA student?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Student no			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number							
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Task Number							
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¹ To be completed by incumbent

² From highest to lowest