



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Student Marking Assistant (Term)

Department: Religion and Culture

Status: Term, Q2-2025

Full Time Equivalent: Casual, as required

Compensation: \$23.57 per hour

Positions Available: 1

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask) and located on the USask campus in beautiful Saskatoon. Through its federation with USask, STM offers over 220 Arts and Science credit courses to USask students. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community.”

General Responsibilities

The STM Student Marker/Proctor Assistant is responsible for assisting instructors in grading assignments, exams, and other assessments, ensuring accuracy and consistency in grading practices, as well as assisting with the proctoring of exams. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with STM faculty members.

Specific Responsibilities

- **Assessment Grading:** Assist instructors in grading assignments, exams, quizzes, and other assessments according to established guidelines and rubrics.
- **Proctor:** Assist with the invigilation of exams, as needed.
- **Feedback Provision:** Provide constructive feedback to students on their academic work, identifying strengths and areas of improvement.
- **Data Entry:** Accurately record grades and feedback in Canvas, ensuring confidentiality and security of student information, under the direct supervision of the course instructor.
- **Quality Assurance:** Collaborate with instructors to ensure consistency and fairness in grading practices across multiple courses, if applicable.
- **Communication:** Communicate effectively with instructors regarding grading progress, student performance, and any issues or concerns that arise.
- **Deadline Management:** Manage workload effectively to meet grading deadlines and ensure timely feedback to students.

Qualifications

- Enrolled as a graduate student at the University of Saskatchewan, is required.

- Prior experience in academic grading or assessment is preferred.
- Strong understanding of academic writing conventions, citation styles, and disciplinary standards.
- Excellent communication skills, both written and verbal, with the ability to provide clear and constructive feedback to students.
- Proficiency in using learning management systems (e.g. Canvas) and Microsoft Office suite.
- Ability to work independently under the supervision of the course instructor, as well as collaboratively in a team environment.
- High level of integrity and professionalism, with a commitment to maintaining confidentiality and upholding academic standards.

APPLICATION:

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at humanresources@stmcollege.ca. Review of applications will begin on May 27, 2025 and continue until the position is filled.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to, LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**