

Walk-in Interviews for Teaching Assistant (TA) Positions

Department of Computer Science and IT Virtual University of Pakistan

The Department of Computer Science and Information Technology at Virtual University (VU) is hiring motivated and skilled **Teaching Assistants (TAs)** to provide support in various online Computer Science courses for the upcoming semester. This is a **temporary position** (3 months) offering a **20-hour work per week** on the VU campus.

Key Responsibilities:

As a Teaching Assistant, you will assist course instructors in the following areas:

- 1. Student Support:**
 - Provide academic assistance to students via LMS.
 - Address student queries related to course content, assignments, and projects.
- 2. Assessment and Grading:**
 - Assist in grading assignments, quizzes, and exams under the course instructor's guidance.
 - Provide timely and constructive feedback to students.
- 3. Session Support:**
 - Help manage online sessions (e.g. tutorials, and live discussions) using video conferencing tools.
 - Monitor student participation and provide technical assistance during online classes.

Key Skills Required:

- Proficiency in using **VU LMS** and basic tools like **MS Office** (Word, Excel, PowerPoint).
- Familiarity with video conferencing platforms (Zoom, Google Meet, MS Teams).
- Strong technical problem-solving skills to assist students with course-related issues.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with students and faculty.

Eligibility Criteria:

- Must be an **enrolled student of VU** with at least **six semesters** or **equivalent credit hours** completed in a computing-related degree program, OR a **recent graduate (min. 16 years degree program)** of the VU in computing degree.
- **Proficiency** in the course content you will be supporting.
- **Minimum CGPA of 3.5** out of 4.0

Additional Information:

- **Work Hours:** 20 hours per week.
- **Contract Duration:** Temporary (3 months).
- **Location:** VU Office, 54 Lawrence Road, Lahore.

- **Interview Date: 07 January 2025**
- **Time: 9:00am**

Stipend:

- Each TA shall be paid a monthly stipend (all inclusive) which shall be 50% of the gross salary (inclusive of all allowances) of a Tutor/Instructor of VU.

Walk-In Interview Details:

Interested candidates are invited to attend a **walk-in interview**. Please bring the following documents in **original** along with a **copy**:

- **Valid Student ID** (for enrolled students) or **Degree Certificate** (for recent graduates).
- **Transcript or Grade Report** showing the CGPA.
- **Resume/CV**.
- **Cover Letter** highlighting your relevant skills and qualifications.

How to Apply:

Candidates who meet the eligibility criteria are invited to **attend the walk-in interview** on the specified date and time. No prior application is necessary.

For information send email to: cs@vu.edu.pk