

Centre for Executive and Professional Education

NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR WINTER TERM 2018

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Centre for Executive and Professional Education invites applications for GA positions for the Winter term 2018. The total number of Graduate Assistantships allocated to the Centre for Executive and Professional Education for 2017/18 is 5 GAs for a total of 700 hours.

List of courses that may utilize Graduate Assistants for Winter term 2018:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
06-85-530 Sections 1 (T 1-3:50 pm) & 2 (T 4-6:50 pm) Fundamentals of Automotive Engineering	1 GA for 140 hrs	Jan. 1 to April 30, 2018
06-85-500 sections 2 (W 7-9:50 pm) & 7 (T/R 11:30am-12:50pm) Internal Combustion Engines	2 GAs for 140 hrs. each	Jan. 1 to April 30, 2018
06-85-500-03 (R 8:30-11:20 am) Hybrid Power Train	1 GA for 140 hours	Jan. 1 to April 30, 2018
06-85-500-05 (R 6-8:50 pm) Controls for Electric Vehicles	1 GA for 140 hours	Jan. 1 to April 30, 2018

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class and exam hours and location.

All positions are subject to sufficient enrolment and final budgetary approval.

Expected GA duties:

- Assisting with grading of assignments, quizzes, tests and examinations
- Support students during experimental laboratories
- Address student questions and concerns
- Additional related duties as required

Eligibility requirements:

GA appointments will be offered to qualified applicants in accordance with the criteria specified in Article 12:03 of the Collective Agreement.

To be eligible for a Graduate Assistantship you must be a **registered fulltime graduate student**:

- must be registered for the term of work at the time of hiring
- must maintain **fulltime** registration throughout the term and must be in good standing in the degree program

Required essential qualifications:

- Applicants must have obtained a minimum grade of 80% in the respective course, or equivalent academic or professional experience, as determined by CEPE.
- Must be available during class/lab times, as required
- Qualified applicants from all Engineering departments, who meet the required essential qualifications, are invited to apply

Preferred qualifications:

- Previous TA/GA experience is an asset

A full graduate assistantship requires an average of 10 hours per week for a maximum of 140 hours per semester. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

Application forms are available from

http://www.uwindsor.ca/graduate/sites/uwindsor.ca/graduate/files/ga_ta_application_fillable_form.pdf. Applications must be submitted directly to the Centre for Executive and Professional Education online at: <http://www1.uwindsor.ca/cepe/instructor-recruitment>

Deadline for receiving applications: December 6, 2017

Note that Graduate Assistants must apply each term by the application deadline, in accordance with Article 13:

"With respect to those students who have applied for and been accepted for Assistantships, the Assistant will not be paid for any shortfall of hours at the end of their respective program, provided the University has satisfied its obligation to post available positions each term in writing and on the AAU website and to offer the minimum terms of support in accordance with Article 13:01 (a) & (b) **and provided that the Assistant has applied in writing or via e-mail by the application deadline for each term until they have received the minimum terms of support in accordance with Article 13:01 (a) & (b).**"

Date posted: **October 27, 2017**