

FACULTY OF ENGINEERING
NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2019

GENG-8000 (06-85-519): Engineering Technical Communications

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the **Faculty of Engineering** invites applications for TA positions in the Winter 2019 term. Qualified candidates from non-engineering programs are also invited to apply. The specific number of TA hours assigned is based on enrolment. All positions are subject to sufficient enrolment and final budgetary approval.

Course #	Time and Location	# of Projected Positions & Hours Per Position	Duration of Position
GENG-8000-01	MW 5:30 – 6:50 pm CEI 1101	Approximately 4 TA positions of 100 hours each	Jan. 3, 2019 to Apr. 30, 2019
GENG-8000-02	TH 4:00 – 6:50 pm CEI 1102	Approximately 4 TA positions of 100 hours each	Jan. 3, 2019 to Apr. 30, 2019
GENG-8000-03	MW 10:00 – 11:20 am ER 2123	Approximately 4 TA positions of 100 hours each	Jan. 3, 2019 to Apr. 30, 2019
GENG-8000-04	TTH 2:30 – 3:50 pm CEI 1102	Approximately 4 TA positions of 100 hours each	Jan. 3, 2019 to Apr. 30, 2019
GENG-8000-30	M 7:00 – 9:50 pm CEI 1101	Approximately 4 TA positions of 100 hours each	Jan. 3, 2019 to Apr. 30, 2019

Expected TA Duties (100 hours total):

- Attending scheduled lab classes and assisting instructor with in-class activities
- Proctoring and grading final presentations
- Grading various assignments
- Providing email assistance to students as needed

Eligibility Requirements:

TA appointments shall be offered in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship you must be a registered student:

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

Required Essential Qualifications:

- Must have an academic level of 3rd or 4th year.
- A minimum major and cumulative average of 70%
- Applicant must be available to attend weekly classes
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (interviews may be conducted)
- Engineering applicants must have a minimum grade of 80% in 06-85-118 and 06-85-119
- Engineering applicants must have a minimum grade of 75% in 06-85-222
- Non-Engineering applicants must have a background in technical communications and report writing (may require submission of a written report that the student has produced in the past). Please note that non-engineering applicants will be considered only if there are insufficient qualified applicants from Engineering.

Preferred Qualifications:

- Non-Engineering Students: Preference will be given to applicants who have achieved 80% (A-) or higher in both 01-150 (Effective Writing I) and 01-151 (Effective Writing II)
- Applicants with previous TA experience and a positive evaluation will be considered first, in accordance with article 12:04
- A background in ESL (English as a Second Language) would be considered an asset.

Application forms are available online.

Applications are due to the Faculty of Engineering, Office of the Associate Dean by **4 pm on Tuesday, December 4th, 2018.**

Return completed application with a recent (unofficial) transcript to:

Secretary to the Associate Dean, Research and Graduate Studies
Faculty of Engineering, **Room 2127 Centre for Engineering Innovation**
University of Windsor, Windsor, Ontario N9B 3P4