

FACULTY OF ARTS, HUMANITIES, AND SOCIAL SCIENCES
NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR
Interession / Summer 2017

01-01-150 Effective Writing I / 01-01-151 Effective Writing II

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the **Faculty of Arts, Humanities, and Social Sciences** invites applications for TA positions for the Interession/Summer 2017 term. The Dean's Office projected TA Funding Allocation for 2016-2017 is 208,000. The specific number of TA hours assigned to each section is based on enrolment.

The following course may utilize Teaching Assistants for **Interession / Summer 2017**:

Course #	Time and Location	Exam Time	# of Projected Positions & Hours Per Position	Duration of Position
01-150-01 Effective Writing I	R 10:00 – 11:50am Toldo 204	June 22, 2017 at 8:30am	Approximately 4 TA positions of 100 hours each	May 1, 2017 to June 30, 2017
01-151-01 Effective Writing II	R 10:00 – 11:50am Toldo 204	August 14, 2017 at 8:30am	Approximately 4 TA positions of 100 hours each	July 1, 2017 to August 30, 2017

Expected TA Duties:

- Marking assignments and exams
- Assisting students during office hours (2 hours per week)
- Attending scheduled lab classes and assisting instructor with in-class activities (1 hour and 50-minute lab per week)
- Providing online assistance to students as needed
- Proctoring exam

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:

- A minimum major average of 70% (B-) and a cumulative average of 60% (C-)
- Completion of 01-150 and 01-151 with a grade of 73% (B) or higher in each course
- Applicant must be available to proctor the final exam
- Applicant must be available to attend weekly lab classes
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (interviews may be conducted)

Preferred Qualifications:

- Preference will be given to applicants who have achieved 80% (A-) or higher in both 01-150 and 01-151
- Applicants with demonstrated knowledge of online teaching technology will be considered first
- Applicants with previous TA experience in these two courses and a positive evaluation will be considered first, in accordance with article 12:04

Note: Teaching Assistants can be employed for a maximum of 100 hours throughout the period of May 1 to August 31. If you already hold or have applied for another TA position (in this or another department) make note that the total combined hours for all TA appointments held in all departments cannot exceed 100 hours. In addition, TAs cannot be hired for both intersession and summer semesters as it would exceed the limit of 100 hours.

Application forms are available from Room 208B Chrysler Hall Tower. Applications are due to the office by **Monday, April 10, 2017**. Return completed application with a recent (unofficial) transcript to:

Associate Dean's Office, Academic and Student Affairs
Faculty of Arts, Humanities, and Social Sciences, Room 208B Chrysler Hall Tower
University of Windsor, Windsor, Ontario N9B 3P4

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