

NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR FALL TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of MBA invites applications for GA positions for Fall term 2025.

The total number of projected Graduate Assistantship positions for Fall term 2025 is 4 GA positions for a total of 280 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Graduate Assistants for Fall term 2025:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
BUSI 8010-20 Leadership & Intrapersonal Dynamics	(1 GA of 70 hrs.) Mon. 9:00am -11:50am (Odette 212 - In Person)	(Sept 8 to December 31, 2025)
BUSI 8030-20 Intro to Financial Management	(1 GA of 70 hrs.) Wed. 9:00am -11:50am (Odette 212 - In Person)	(Sept 8 to December 31, 2025)
BUSI 8020-20 Core Concepts of Accounting	(1 GA of 70 hrs.) Tues/Thurs. 1:00pm -2:20pm (Odette 212- In Person)	(Sept 8 to December 31, 2025)
BUSI 8140-20 Digital Business Systems	(1 GA of 70 hrs.) Tues/Thurs. 11:30am -12:50pm (Odette 212 - In Person)	(Sept 8 to December 31, 2025)

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

Expected GA duties: Projected duties are in accordance with article 14:03: and may include but are not limited to the following:

Processing chapter quizzes. These consist of 2 quizzes of 40-50 multiple choice questions. Students enter their answers on forms which are automatically scanned at a central university facility. GAs are responsible for delivering the quiz forms for scanning and picking these up when scanned.

Marking mid-term exams. The mid-terms consist of long-answer questions that are designed to allow students to show their understanding of concepts and their application to the cases that are discussed in class. Sample answers are provided.

Entering and compiling student grades on EXCEL according to the weights of each assignment and posting student scores on individual assignments to the Brightspace site for each section. This includes the quizzes, midterms, and instructor-graded assignments.

Assistants cannot commence their GA duties until email confirmation of the approval of their contract is received from Human Resources (email titled “Authorization to Commence GA/TA Duties”).

GA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most classes across the University are held face-to-face on campus, and even online classes may require on-campus face-to-face duties.

Refer to the University’s current [health and safety regulations](#).

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams and to report for all assigned duties, which may include both in-person/on-campus and remote/online duties.

GA appointments will be offered to qualified applicants in accordance with the criteria specified in Article 12:03 of the CUPE4580 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
- must be legally eligible to work in Canada on campus with a valid social insurance number and a valid study permit

GA appointments cannot exceed **140 hours total for the Fall term period (September 8th to Dec. 31st)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- Solid understanding of accounting concepts and their application
- Solid understanding of financial analysis
- Excellent knowledge and demonstrable experience in the use of MS Excel
- Working independently and meeting deadlines
- Advanced organizational skills
- The ability to work independently and maintain strict confidentiality
- GA employees are expected to make themselves available to report for all assigned duties, both on-campus or online.

Preferred qualifications:

- Knowledge of Brightspace or other comparable learning management system
- Previous experience as a teaching assistant
- Experience in grading/evaluating student assignments/exams, including the ability to evaluate and rank qualitative answers and deal with diversity in responses and variance in answer quality

Application forms are available from the following webpage:

[Tutoring Info & TA/GA/RA Positions | Odette School of Business](#)

Completed applications must be submitted via email to: [Shelly St. Louis](#) mba@uwindsor.ca

For any questions please contact: [Shelly St. Louis](#) mba@uwindsor.ca

Deadline for receiving applications: July 16, 2025

<https://www.uwindsor.ca/graduate-studies/458/gata-contract-deadlines>

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)."

In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

Date posted: **July 8, 2025**