ODETTE SCHOOL OF BUSINESS - MBA

NOTICE RE: PROJECTED GRADUATE ASSISTANT (GA) POSITIONS FOR

WINTER TERM 2027

In accordance with Article 13:01 of the CUPE 4580 collective agreement, the Odette School of Business – MBA invites applications for the following projected GA positions for Winter term 2027.

Projected positions and hours are subject to change and contingent on sufficient enrolment and final budgetary approval.

Course # and course name	# of projected positions and # of hours per position	Duration of position
BUSI-8100-20 Core Concepts of Accounting II	1 GA for 70 hrs Mon/Wed 9:00am-10:20am Odette Building 212	January 4, 2027 to April 30, 2027
BUSI-8120-20 Financial Management	1 GAs for 70hrs Tues/Thurs 1:00pm-2:20pm Odette Building 212	January 4, 2027 to April 30, 2027
BUSI 8140-20 Digital Business Systems	1 GA for 70 hrs Mon/Wed 1:00pm-2:20pm Odette Building 507	January 4, 2027 to April 30, 2027
STEN 8900-20 Entrepreneurship: New Venture Formation and Management	1 GA for 70 hrs Thurs. 9:00am-11:50am Odette Building 212	January 4, 2027 to April 30, 2027
STEN 8110-20 Project Management I	1 GA for 70 hrs Tues. 9:00am-11:50am Odette Building 212	January 4, 2027 to April 30, 2027

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 15:03 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 them up when scanned.
- Marking mid-term exams. The mid-terms consist of long-answer questions that are designated 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/TA duties until email confirmation of the approval of their Job Offer is received from Human Resources (email titled "Authorization to Commence GA/TA Duties", article 13:05).

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.

ELIGIBILITY REQUIREMENTS:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as 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 CUPE4580 Collective Agreement.
To be eligible for employment as a Graduate Assistant in the term of support 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. International students must hold a valid study permit and meet all IRCC regulations to accept employment on campus.

GA appointments cannot exceed **140 hours total for the Fall term period (January 4th to April 30th).** Refer to Articles 13, 14, and 15 of the CUPE 4580 Collective Agreement for eligibility details.

Note: graduate students who have received a Graduate Assistantship Offer ("*An offer of employment as a Graduate Assistant with a commitment of future terms of support under Article 14:01 (a) and (b).")* **must apply each term** until they have received all terms of support specified under Article 14:01 (a) or 14:01 (b).

Refer to Article 14 of the CUPE 4580 Collective Agreement for details and eligibility. Failure to meet the eligibility conditions in the CUPE 4580 Collective Agreement will result in the forfeiture of the term(s) of support.

> **Article 14:02**:*" Financial support, as outlined in 14:01, shall continue, if the Graduate Assistant:*
> *a) maintains full-time registration in good standing in the degree program; and*
> *b) applies for posted positions; and*
> *c) is satisfactorily performing the duties required.*
>
> *Failure to meet these eligibility conditions will result in the forfeiture of the term(s) of support."*

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 systems
- 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.

How to apply:

Application forms are available from the following webpage: Tutoring Info % TA/GA/RA Positions Odette School of Business

Completed applications must be submitted to: Donna Tourangeau mba@uwindsor.ca

For any questions please contact: mba@uwindsor.ca

Deadline for receiving applications: November 6, 2027, by 4:00 p.m.

The university is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Recruitment & Workforce Coordinator (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHCRM).

Date posted: October 29, 2027