

## Notice: Call for TA Positions - Fall 2022

**DEADLINE TO APPLY: Thursday September 22, 8:30 AM**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement **Odette School of Business and Master in Engineering Management and Masters in Business Administration** invites applications for **Teaching Assistants for the Fall 2022 term. Positions subject to sufficient enrollment and budgetary approval.**

Course Code	Course Name	Class Day/Time	Contract Dates	#Positions/hrs
BUSI 8310-91 MEM Program Synchronous Online	Financial/Managerial Accounting for Engineers Dr. T. Al-Hayale	Fr 6:00PM-7:20PM, Synchronous Online  Sa 8:30AM-12:20PM, Synchronous Online	October 6th-Dec.31, 2022	1 @ 50
BUSI 8020-20 MBA Program IN PERSON	Core Concepts of Acct I Dr. T. Al-Hayale	MoWe 11:30AM-12:50PM Odette Building 212	October 6 <sup>th</sup> -Dec. 31, 2022	1 @ 50
BUSI 8030-20 (1913) MBA Program IN PERSON	Intro to Financial Management Dr. E. Elsaid	TuTh 10:00AM-11:20AM Odette Building 212	October 6th-Dec. 31, 2022	1 @ 50

**Expected Duties:** It is anticipated that the majority of Fall 2022 classes across the University will be held face-to-face on campus or have a face-to-face component. TA employees are expected to make themselves available to report for all assigned duties, both on campus and online. The University of Windsor health and safety protocols and public health and safety regulations that are in place will be observed for any face-to-face or on-campus duties required to support Fall term 2022 courses. Refer to the University's Return to campus webpage ([www.uwindsor.ca/returntocampus](http://www.uwindsor.ca/returntocampus)) for details about the policies in effect through the Fall 2022.

- For classes identified as **"ONLINE"**: Teaching Assistants are expected to provide support to students and supervising faculty through online channels and remote meetings.
- For classes identified as **"IN PERSON"**: duties are expected to be performed mostly in-person/on campus and some – remotely

Students cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.

**Eligibility requirements:** TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement.

**Essential qualifications:** The following are essential qualifications required for the appointment above. Applicants must have strong skills in finance and accounting courses. B.A. Accounting/Finance undergraduate degree, Master's (MBA).

**Preferred qualifications:** Preference given with applicants having experience as a Teaching Assistant with Online course instruction, must have good communication skills.

**Duties and requirements:** Teaching Assistants are to provide support to students through online channels and remote meetings, and not hold face-to-face meetings with students, or with their GA/TA supervisor. All duties will be performed remotely. All Courses are online and may require BLACKBOARD knowledge to assist the instructor. Training may be provided by instructor or videos on CTL website. Must have access to a computer with a reliable internet connection with video and audio capabilities.

**Note that Teaching Assistants can be employed for no more than 100 TA hours per semester total.** If you already hold or have applied for another TA position (in this or another department) note that the total combined hours for all TA appointments held in all departments cannot exceed 100 hours for the Fall term period (September 1, 2022-December 31, 2022).

Candidates must submit an application form with a resume indicating the position(s) for which they are applying, to [swazny@uwindsor.ca](mailto:swazny@uwindsor.ca) **NO LATER THAN 8:30 AM ON THURSDAY, SEPTEMBER 22** (or until positions are filled).

**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.**