

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR SUMMER 2022

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement:

Odette School of Business, Master of Business Administration-Professional Accounting Specialization invites applications for TA positions for the **Summer 2022** term. Subject to budgetary approval & sufficient enrolment.

Course Code/Sec.	Course Name	Instructor	Location	#Positions/hrs	Contract Summer 2022
ACCT 8070-01	Integration & Team Building M6:00-8:50pm	A.Waghorn	ONLINE	1@100hrs	May 16-Aug.31
ACCT 8080-01	Integrative Case Analysis T6:00-8:50 pm	A.Waghorn	ONLINE	2 @100hrs	May 16-Aug 31
BUSI 8673-01	Special Topics	A.Waghorn	ONLINE	1@100hrs	May 16-Aug 31

TA appointments shall be offered in accordance with the criteria specified in Article 12:04 of the Collective Agreement.

Expected Duties: It is anticipated that a majority of Summer 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 Summer term 2022 courses. Refer to the University's Return to campus webpage (www.uwindsor.ca/returntocampus) for details about the policies in effect through the Summer 2022 semester.

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.

Essential qualifications: Applicants must have: successfully passed The Common Financial Examination – CPA Canada, and have experience in grading with CFE level cases for CPA, strong skills in finance & accounting and relevant accounting work experience. Must be available for virtual office hours and virtual assistance for the course/exams at specified times.

Preferred qualifications: Preference given with applicants having experience as a Teaching Assistant with Online course instruction.

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. Good communication skills.

Note that Teaching Assistants cannot be employed for more than 100 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 hrs. for the Summer term period (May 1, 2021 – August 31, 2022).

How to Apply

Applicants must submit an application form with resume indicating the position(s) for which they are applying no later than **4:00 PM on April 29, 2022 (or until all positions are filled). Submit completed application forms to swazny@uwindsor.ca**

Deadline for receiving applications: 4:00pm. April 29, 2022 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.