## DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

## NOTICE RE: PROJECTED UNDERGRADUATE TEACHING ASSISTANT (TA) POSITIONS FOR WINTER TERM 2027

In accordance with Article 13:01 of the CUPE 4580 collective agreement the Department of Civil and Environmental Engineering invites applications for the following projected TA positions for Winter term 2027.

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

| Course code and course name | Time | # of projected TA positions and # of hours per position | Duration of position |
|---|---|---|---|
| GENG 8000-3 Engineering Technical Communications (Master of Engineering Program) Dr. L. Miller | Monday 11:30 AM – 2:20 PM | 2 TAs for 100 hours each | Jan. 4 to Apr. 30, 2027 |

**Expected TA duties**:

Projected duties are in accordance with article 15:03 and may include but are not limited to the following:

- Attending scheduled classes and assisting instructor with in-class activities
- Proctoring and grading final presentations
- Grading various assignments
- Providing email assistance to students as needed

**Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources (email titled "Authorization to Commence GA/TA Duties", article 13:05).**

TA 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.**

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 13:04 of the CUPE4580 Collective Agreement. To be eligible for employment as a Teaching Assistant in the term of support you must be a **registered undergraduate 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

- 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.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 15 of the CUPE 4580 Collective Agreement. 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 Winter term period (Jan 1st to Apr. 30th).**

**Required essential qualifications:**

Successful applicants must meet all essential qualifications.

- Academic level of 3rd or 4th year
- A minimum major and cumulative average of 70%
- Applicant must be available to attend weekly classes
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (interviews may be conducted)
- For GENG-8000, applicants must have a minimum grade of 80% in either GENG 1101 or in both 06-85-118 (GENG 1180) and 06-85-119 (GENG 1190)
- must have access to a computer with a reliable internet connection with video and audio capabilities
- must be familiar with Brightspace and MS Teams or be able to acquire knowledge through training

## How to apply:

Application forms are available from the following webpage: Assistantships | Civil and Environmental Engineering (uwindsor.ca)

Completed applications must be submitted to: Elizaveta Gorshkova, Graduate Secretary, The Department of Civil and Environmental Engineering, at gradsecycee@uwindsor.ca
For any questions please contact: gradsecycee@uwindsor.ca

## Deadline for receiving applications: Monday, November 9th, 2026

*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: Monday, October 26th, 2026