

Department of Electrical & Computer Engineering Graduate Assistant Positions Available – Winter 2023

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement, the Department of Electrical & Computer Engineering invites applications for GA positions. The total number of projected Graduate Assistantship positions for Winter term 2023 is 60 GAs for a total of 8400 hours. All positions are subject to sufficient enrolment and final budgetary approval.

Assistantships are available for the following term:

WINTER 2023 – January 3, 2022, to April 30, 2022

Application deadline: November 25, 2022

The courses that are considered for Graduate Assistantships are on the University of Windsor's website. <https://www.uwindsor.ca/registrar/541/timetable-information> for course offerings, scheduled times, and instructor names.

Expected GA Duties

It is anticipated that most Winter 2023 classes will be held face-to-face on campus or have a face-to-face component. GA 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 at uwindsor.ca/returntocampus for details about the policies in effect through the Winter 2023 semester.

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

Eligibility Requirements of the Department of Electrical and Computer Engineering

GA appointments will be offered to qualified applicants in accordance with the criteria specified in Article 12:03 of the Collective Agreement.

Successful applicants must:

- **be registered full-time in a research-based program** leading to a MSc or PhD degree in the department of electrical and computer engineering at the University of Windsor at the time of application. (MEng students are not eligible).
- **maintain full-time registration** throughout the term and must be in good standing in the degree program.
- **have Internet access.**
- **have Blackboard training/experience**, e.g., must be familiar with Blackboard and MS Teams or be able to acquire knowledge through training.
- **be familiar with the course content.**
- **be available to report for all assigned duties** which may include both in person/on-campus and online duties.

GA appointments cannot exceed 140 hours total for the Winter term period (Jan 3rd to Apr 30th). Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

Please 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).

Applications are available on our homepage at uwindsor.ca/electrical/341/employment. Return completed application with transcript and proof of registration via email to gradece@uwindsor.ca, Graduate & Financial Secretary, Electrical and Computer Engineering, Ed Lumley Centre for Engineering Innovation, CEI Room 3042, 401 Sunset Ave. Windsor, ON, Canada, N9B 3P4. **The deadline to receive your application is November 25, 2022.**

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.