

FACULTY OF ENGINEERING

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Electrical & Computer Engineering invites applications for TA positions for Winter term 2025.

The total number of projected Teaching Assistantship positions for Winter term 2025 is 12 TA positions for a total of 1200 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Winter term 2025:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
GENG 1201: Cornerstone Design	12 TA positions of 100 hours each	January 6, 2025 to April 30, 2025

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class and exam hours and location.

Expected TA duties:

- 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
- Guide and support students in the successful execution of their hands-on projects

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”).

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 and 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 12:04 of the CUPE4580 Collective Agreement.

To be eligible for a Teaching Assistantship 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

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 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 (January 6th to April 30th 2025).**

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- Previously taken and successfully passed GENG 1201 with a preferable GPA of 80% or greater – Cornerstone Design or have experience with Arduino programming, writing instructions and reports, and making presentations, in English
- Must be proficient in comprehending and composing written English.
- Must be proficient in communicating orally in English.
- Must be available during class labs/tutorials, to help with the hands-on activity and assessment of projects scheduled on Mon&Wed 8:30am-9:50am and/or Mon&Wed 10:00am-11:20am

Online applications, submitted through the Qualtrics link: https://uwindsor.ca1.qualtrics.com/jfe/form/SV_9MIzp2pY1O0mbky

Deadline for completing the online application: Wednesday, November 13th, 2024 at 4:00pm

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.

Date posted: October 30th, 2025