

DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2021

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Electrical and Computer Engineering invites applications for TA position(s) for the Fall term 2021.

The total number of projected Teaching Assistantship positions in the Department of Electrical and Computer Engineering for the Fall term 2021 may be one to three TA positions based on the projected needs for a total of 100 to 300 hours.

All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Fall term 2021:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
GENG2340-1&2	1 TA for 100 hrs up to 3 TAs for 100 hrs each	September 20 to December 31 st

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

Expected TA duties: Successful applicants are expected to familiarize themselves with the course content and able to provide support and guidance to the students in the class. They should prepare and evaluate supporting notes, assignments, labs, and other assessments. Other duties involve familiarization with all course content and syllabus, labs, assignments, and markings, Connect, Multisim, Connect Smart Book and Virtual Classroom. They must hold office hours and respond to emails, perform lab duties (both online and any potential in-person activities on campus), tutorial duties, presentations. Duties also include marking lab reports, assignments, midterm and final exams, bonus assignments and any other assessments that may be added. Other course development duties will be added if necessary.

Eligibility requirements:

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship you must be a registered 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

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 1st to December 31st)**.

Required essential qualifications:

- Must have internet access and able to be on campus if needed to support class activities, following all university guideline and policies
- Must be familiar with Multisim
- Must have background in circuit analysis and be fully familiar with the course content (online interviews may be conducted)
- Must be familiar with Function Generator, Oscilloscope, Breadboard, DC Power Supply and other equipment and components in Circuit Lab
- Must be familiar with Blackboard and MS Teams
- Must have a minimum major and cumulative average of 70%
- Must be available to attend online and/or on-campus lab/tutorial/exams
- Must have good communication skill

Preferred qualifications:

- Preferably should be in 4th year. 3rd year applicants may be considered.
- Preference will be given to successful applicants who have previously taken GENG2340 at the University of Windsor with a minimum of 85%

Applicants should email their CV and a cover letter that clearly refer to all “Required essential qualifications” as well as “Preferred qualifications” to gradece@uwindsor.ca. When you send your email, write “GENG-2340 F21 TA Application” in your subject line.

Deadline for receiving applications: 12pm (noon) on Monday August 30th

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: August 26, 2021