

**NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2022**  
**IN THE FACULTY OF ENGINEERING**

***Qualified Applicants from Both Engineering and Non-Engineering Programs Encouraged to Apply***

**GENG-8000: Engineering Technical Communications (Master of Engineering Program)**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement, the **Faculty of Engineering** invites applications for TA positions in the Winter 2022 term. **Qualified candidates from non-engineering programs are also invited to apply.** The number of TA hours assigned is based on enrolment. The following are projected positions and hours. The actual number of positions and hours is TBD and is subject to sufficient enrolment and final budgetary approval.

Course #	Time	# of Projected Positions & Hours Per Position	Duration of Position
GENG-8000-1 (online, synchronous)	W 8:30-9:50 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-2 (online, synchronous)	Tu 10-11:20 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-3 (online, synchronous)	Tu 8:30-9:50 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-4 (online, synchronous)	Th 10-11:20 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-5 (online, synchronous)	Th 10-11:20 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-6 (online, synchronous)	W 10-11:20 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-7 (online, synchronous)	Fr 8:30-9:50 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022
GENG-8000-8 (online, synchronous)	Mo 8:30-9:50 am	Up to 3 TA positions of 100 hours each	Jan. 6, 2022 to Apr. 30, 2022

**Expected TA Duties (100 hours total – all duties will be performed remotely):**

- Attending lab classes (online, at the scheduled synchronous lab times) and assisting instructor with in-class activities
- Grading various assignments and presentations
- Providing email assistance to students as needed

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

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

**Eligibility Requirements:**

TA appointments shall be offered 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
- Must have access to a computer with a reliable internet connection with video and audio capabilities
- Must be familiar with Blackboard and MS Teams or be able to acquire knowledge through training
- \*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 Winter term period (Jan. 1 to Apr. 30).**

**Required Essential Qualifications for Engineering Student Applicants:**

- Academic level of 3rd or 4th year.
- A minimum major and cumulative average of 70%
- Applicant must be available to attend weekly classes (online, at the scheduled synchronous lab times)
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (online interviews may be conducted)
- Engineering applicants must have a minimum grade of 80% in 06-85-118 (GENG1180) and 06-85-119 (GENG1190)
- Applicants with previous TA experience and a positive evaluation will be considered first (Article 12:04)
- A background in ESL (English as a Second Language) would be considered an asset.

**Required Essential Qualifications for Non-Engineering Student Applicants:**

- Academic level of 3rd or 4th year.
- A minimum major and cumulative average of 70%
- Applicant must be available to attend weekly classes (online, at the scheduled synchronous lab times)
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (online interviews may be conducted)
- Preference will be given to applicants who have achieved 80% (A-) or higher in both 01-150 (GART1500 - Effective Writing I) and 01-151 (GART 1510 - Effective Writing II)
- Applicants with previous TA experience and a positive evaluation will be considered first (Article 12:04)
- A background in ESL (English as a Second Language) would be considered an asset.
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**Deadline for Receiving Applications:**

Applications are due by **4 pm on Monday, November 29, 2021.**

**E-mail** completed application with a recent (unofficial) transcript to Linda Hudson-Chapman at [CMF@uwindsor.ca](mailto:CMF@uwindsor.ca)

**Important instructions:**

1. Use the [attached](#) application form when applying.
2. When you send your email, write "GENG-8000 W22 TA Application" in your subject line.
3. Please combine all documents into **one** PDF file before emailing your application. If you cannot combine your documents into one PDF file, please make sure that all attachments are sent in one email and that file names are descriptive.

*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: November 9, 2021