<u>**NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR SUMMER TERM 2020**</u>
IN THE FACULTY OF ENGINEERING

Qualified Applicants from Both Engineering and Non-Engineering 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 Summer 2020 term. **Qualified candidates from non-engineering programs are also invited to apply.** The specific number of TA hours assigned is based on enrolment. All positions are subject to sufficient enrolment and final budgetary approval.

Course #	Time	# of Projected Positions & Hours Per Position	Duration of Position
GENG-8000-1 (online, asynchronous)	Common 3-hour asynchronous lecture section for all below sections.	*included in below assignments	July 2, 2020 to September 5, 2020
GENG-8000-51 (online, synchronous)	Mo 8:30-9:50 am	Up to 3 TA positions of 80 hours each	July 2, 2020 to September 5, 2020
GENG-8000-52 (online, synchronous)	Tu 8:30-9:50 am	Up to 3 TA positions of 80 hours each	July 2, 2020 to September 5, 2020
GENG-8000-53 (online, synchronous)	We 8:30-9:50 am	Up to 3 TA positions of 80 hours each	July 2, 2020 to September 5, 2020
GENG-8000-54 (online, synchronous)	Th 10-11:20 am	Up to 3 TA positions of 80 hours each	July 2, 2020 to September 5, 2020
GENG-8000-55 (online, synchronous)	F 10-11:20 am	Up to 3 TA positions of 80 hours each	July 2, 2020 to September 5, 2020

Expected TA Duties (100 hours total):
- Attending scheduled lab classes (online, at the scheduled synchronous lab times) and assisting instructor with in-class activities
- Proctoring and grading final presentations
- Grading various assignments
- Providing email assistance to students as needed

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
- ***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 Summer term period (May 1st to Aug. 31st).**

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 and 06-85-119
- 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 (Effective Writing I) and 01-151 (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.

Applications are due by **4 pm on Tuesday, June 9, 2020.**
E-mail completed application with a recent (unofficial) transcript to Linda Hudson-Chapman at lindajhc@uwindsor.ca

Important instructions:
1. Use the attached application form when applying.
2. When you send your email, write "GENG-8000 S20 TA Application" in your subject line.
3. If possible, 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.