

DEPARTMENT OF ENGLISH AND CREATIVE WRITING

NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR WINTER TERM 2024

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of English and Creative Writing invites applications for GA positions for Winter term 2024.

The total number of projected Graduate Assistantship positions for Winter term 2024 is 13 GAs for a total of 1820 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Graduate Assistants for Winter 2024:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ENGL 1001-91 Composition	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 1001-92 Composition	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 1001-93 Composition	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 1004 Later British Literature	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 1005 Topics in Literature	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 2020 Renaissance Literature	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 2320 Indigenous Literatures	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 2430 Topics in Literary, Cultural, and Language Theory: Adaptation Theory	1GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 2510 Topics in Literary Genres	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 4004	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 3110 Romantic Literature	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 3220 US Literature	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024
ENGL 3310 Postcolonial Literature	1 GA for 140 hrs	Jan. 8 to Apr. 30, 2024

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

Expected GA duties:

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").

GA 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 or have a face-to-face component. Refer to the University's current [health and safety regulations](#).

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.

GA appointments will be offered to qualified applicants in accordance with the criteria specified in Article 12:03 of the CUPE4580 Collective Agreement.

To be eligible for a Graduate Assistantship you must be a **registered fulltime graduate student**:

- must be registered for the term of work at the time of hiring
- must maintain **fulltime** registration throughout the term and must be in good standing in the degree program

GA appointments cannot exceed **140 hours total for the Winter term period (Jan. 1st to Apr. 30th)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

Required essential qualifications:

Successful applicants must meet all essential qualifications.

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 2023 courses.

- An honours in English B.A. or equivalent
- Must be available to attend courses/exams at the specified times
- Must have good communication skills

Preferred qualifications

- Candidates will ideally own a device capable of running the Outlook Teams platform for classes
- Have a reliable Internet Access
- Possess or acquire proficiency with the University's LMS Brightspace and its various tools and function

Application forms are available from the following webpage: <https://www.uwindsor.ca/english/>
Completed applications must be submitted via email to: Monika Burdzy at mburdzy@uwindsor.ca
For any questions please contact: Monika Burdzy at mburdzy@uwindsor.ca.

Deadline for receiving applications: November 20, 2023, by 12:00 pm

<https://www.uwindsor.ca/graduate-studies/458/gata-contract-deadlines>

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).**"

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 15, 2023