

DEPARTMENT OF ENGLISH AND CREATIVE WRITING

NOTICE RE: GRADUATE ASSISTANT POSITIONS AVAILABLE FOR FALL TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of English and Creative Writing invites applications for the following GA positions for Fall term 2025.

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

We ask that applicants do NOT apply to assist with any undergraduate courses that have lecture days/times that conflict with their own graduate seminars/classes. Please check your availability for the term carefully BEFORE applying to any of the following positions.

<u>Course # and course name</u>	<u>Date and Time (may be subject to change)</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ENGL 1003 Early British Literature	Tuesday, Thursday 11:30 – 12:50 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 2030 Shakespeare (Comedies)	Monday, Wednesday 10:00 – 11:20 am	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 2120 Victorian Literature	Tuesday, Thursday 10:00 – 11:20 am	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 2310 World Literature	Tuesday, Thursday 11:30 – 12:50 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 2430 Topics in Literature / Culture: Adaptation Theory	Monday, Wednesday 11:30 – 12:50 and Wed. 4:00 – 6:00 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 2520 Topics in Literature: Queer	Monday, Wednesday 10:00 – 11:20 am	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 4003 Editing Practicum	Monday 10:00 – 12:50 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 3010 Medieval Literature	Tuesday, Thursday 1:00 – 2:20 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 3020 Renaissance Literature	Tuesday, Thursday 4:00 – 5:20 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 3410 Rhetoric: Comics	Monday, Wednesday 2:30 – 3: 50 pm	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025
ENGL 3520 Advanced Topics: Black Women	Tuesday, Thursday	1 GA for 140 hrs.	Sep. 4 to Dec. 31, 2025

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

Expected GA duties:

Projected duties are in accordance with article 14:03.

Assistants cannot commence their GA duties until email confirmation of the approval of their contract is received from Human Resources (email titled “Authorization to Commence GA 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, and even online classes may require on-campus face-to-face duties.

GA Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as 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 full-time graduate student**:

- must be registered for the term of work at the time of hiring
- must maintain **full-time** registration throughout the term and must be in good standing in the degree program
- must be legally eligible to work in Canada on campus with a valid social insurance number and a valid study permit.

GA appointments cannot exceed **140 hours total for the Fall term period (Sept. 1st to Dec. 31st)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

GA Required essential qualifications:

- Honours English Literature B. A. or Equivalent
- Must have good communication skills

GA Preferred qualifications:

- Candidates will ideally own a device capable of running Outlook Teams platform for classes
- Have reliable internet access
- Possess or acquire proficiency with the University LMS Brightspace and its various tools and functions

Application forms are available by request: johnston@uwindSOR.ca

Completed applications must be submitted via email to: Mark Johnston at johnston@uwindSOR.ca

For any questions please contact: **Mark Johnston at johnston@uwindSOR.ca**

Deadline for receiving applications: June 27, 2025.

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