

## FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES

### **NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR SUMMER TERM 2024**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Faculty of Arts, Humanities and Social Sciences invites applications for GA positions for Summer term 2024.

The total number of projected Graduate Assistantship positions for Summer term 2024 is two GA positions for a total of 280 hours. All positions are subject to sufficient enrolment and final budgetary approval.

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

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
GART/SOSC 1210-91 – An Introduction to Indigenous Topics	2 Graduate Assistants for 140 hours each	May 1 - August 30, 2024

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

#### **Expected GA duties:**

- Hosting office hours to assist students as needed
- Marking written assignments
- Providing online assistance to students as needed
- Assisting in course preparation as needed by course instructor
- Preparing course materials as needed by course instructor

**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 Summer term period (May 1<sup>st</sup> to Aug. 31<sup>st</sup>)**. 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.

- Must have a GPA of at least 78% (B+)
- Must demonstrate experience with Indigenous issues from their lived experience, courses taken, work or volunteer experience
- Candidates must be available to attend lectures/labs/exams at specific times
- Candidates must host office hours (if required by the instructor)
- Applicant must be available to mark written work from students
- Applicant must demonstrate proficiency in written English (on application)
- Applicant must demonstrate proficiency in oral communication (interviews may be conducted)

**Preferred qualifications:**

- Preference will be given to qualified applicants who have taken a course or have experience in relation to Indigenous topics, issues, backgrounds, and work.
- Preferred GA experience in this course or another related course

Application forms are available from the following webpage: [GA and TA Job Postings and Forms | Faculty of Arts, Humanities and Social Sciences \(uwindsor.ca\)](#)

Completed applications must be submitted via email to: Lee-Ann Neufeld, lneufeld@uwindsor.ca

For any questions please contact: lneufeld@uwindsor.ca

**Deadline for receiving applications: March 29, 2024 at 4:00pm**

**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: March 11, 2024