

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES

NOTICE RE: TEACHING ASSISTANT (TA) 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 TA positions for Summer term 2024.

The total number of projected Teaching Assistantship positions for Summer term 2024 is two TA positions for a total of 200 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Summer term 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 TAs for 100 hours each	May 1 - August 30, 2024

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

Expected TA 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”).

TA 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.

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the CUPE4580 Collective Agreement.

To be eligible for a Teaching Assistantship you must be a registered undergraduate 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

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 of the CUPE 4580 Collective Agreement. 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:

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.
- Preference will be given to qualified TA applicants with prior TA experience in this course or in another related course, in accordance with Article 12:04 of the CUPE4580 Collective Agreement

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, lnneufeld@uwindsor.ca

For any questions please contact: lnneufeld@uwindsor.ca

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

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