

## DEPARTMENT OF POLITICAL SCIENCE

### **NOTICE RE: HYFLEX TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2021**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Political Science invites applications for a HYFLEX TA position for the Fall term 2021.

The total number of projected HYFLEX Teaching Assistantship positions in the Department of Political Science for the Fall term 2021 is 1 (one) TA position for a total of 50 hours.

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

List of courses that may utilize Teaching Assistants for Fall term 2021:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
POLS-8000-10-Scope & Approaches to POL SCI (HYFLEX)	1 TA for 50 Hrs.	September 9 to December 31 <sup>st</sup>

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 HyFlex TA duties:**

HyFlex TAs are undergraduate teaching assistants that are assigned to a specific instructor and course to support HyFlex teaching. These will be equivalent to 1/2 TA positions (50 hr/semester). Those hired will need to attend every in-person class/lecture and must be able to adhere to all campus-wide Health & Safety requirements. Direct supervision will be from the course instructor, and support will be provided for one specific course. HyFlex TA training\* (5 hours) will be provided through a collaboration of CTL, OOL and ITS. These hours are in addition to the mandatory health and safety training requirements that must be completed through Human Resources.

The roles for HyFlex TAs will differ from class-to-class based on the instructor's needs but will tend to include roles such as helping to set up the technology prior to class, monitoring equipment during class, monitoring online chats, and acting as an in-person liaison for online students to ensure they can hear, see, and their questions are being addressed. The HyFlex TA will be able to do simple troubleshooting of equipment and will reach out to IT's AV Students for higher-level technical support. Some in-class assessment may be requested of the TA (except for graduate-level classes), but this should not account for more than 10% of the hours allocated to the position. Hosting office hours is not an expectation of these positions.

### **Eligibility requirements:**

TA appointments shall be offered to qualified applicants 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 Fall term period (September 1<sup>st</sup> to December 31<sup>st</sup>).**

### **Required essential qualifications:**

- General familiarity with Blackboard learning management software and the Microsoft suite of software products, including but not limited to PowerPoint, Teams, and Stream.
- Superior verbal and written communication skills.
- Access to a laptop computer or tablet with audio and video capabilities to use during class time.
- Capable of understanding the subject matter to be delivered in the class.
- Availability to attend all class HyFlex lecture and lab/tutorial sections at times specified in the Timetable.
- Comfortable learning new technology.

### **Preferred qualifications:**

- Proficiency with Blackboard learning management software and the Microsoft suite of software products, including but not limited to PowerPoint, Teams, and Stream.
- Successful previous completion of the course (>75%) or having previously served as a TA for the course.

Application forms are available from the following webpage <https://www.uwindsor.ca/political-science/485/teaching-assistantships>. Completed applications must be submitted via email to: Jennifer Forde [Jennifer.forde@uwindsor.ca](mailto:Jennifer.forde@uwindsor.ca). For any questions please contact: [lmiljan@uwindsor.ca](mailto:lmiljan@uwindsor.ca).

**Deadline for receiving applications:     *August 12, 2021***

*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: **August 4<sup>th</sup>, 2021**