

## DEPARTMENT OF POLITICAL SCIENCE

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

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Political Science invites applications for GA positions for Summer term 2024.

The total number of projected Graduate Assistantship positions for Summer term 2024 is 2 GAs 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>
POLS2120 Environmental Policy and Politics	1 GA for 140 hrs	May 6 to Aug. 31 <sup>st</sup> , 2024
POLS2130 Public Opinion, Mass Media and Canadian Democracy	1 GA for 140 hrs	May 6 to Aug. 31 <sup>st</sup> , 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:**

- Proctoring
- Office Hours
- Attending Lectures
- Marking/Grading

**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”).**

**I/S 2024 classes will be held online.**

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.

- Applicants must be enrolled in the Political Science MA Program
- Must have background in Political Science or a related discipline
- Candidates must be available to attend lectures/labs/exams at specific times (face-to-face or virtually) \*
- Candidates must hold office hours (if required by the instructor of a specific course)
- Must have excellent communication skills
- Must have a GPA of at least 78% (B+)
- Must have access to a computer with a reliable internet connection with video and audio capabilities
- Must be familiar with Blackboard and MS Teams or be able to acquire knowledge through training.

*\*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 summer term 2024 courses.*

**Preferred qualifications:**

- Preference is given to Candidates with a Political Science undergraduate degree

Application forms are available from the following webpage: <https://www.uwindsor.ca/political-science/484/graduate-teaching-assistantships>

Completed applications must be submitted via email to: [Sandy.Gomes@uwindsor.ca](mailto:Sandy.Gomes@uwindsor.ca)  
For any questions please contact: [sutclif@uwindsor.ca](mailto:sutclif@uwindsor.ca)

**Deadline for receiving applications: April 8, 2024**

**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 20, 2024