

DEPARTMENT OF POLITICAL SCIENCE

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2021

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Political Science invites applications for TA positions for the Winter Term 2021.

The total number of projected Teaching Assistantship positions in the Department of Political Science for the Winter Term 2021 is **8 TA positions** for a total of **800 hours**. ***All positions are subject to sufficient enrolment and final budgetary approval.***

List of courses that may utilize Teaching Assistants for Winter Term 2021:

Course #	Course Name	# of projected positions	Total TA Hours	Duration of position
POLS-1000-01	Introduction to Canadian Govt & Politics	3 TAs for 100 Hrs.	300	January 13 th – April 30 th
POLS-1600-01	Introduction to International Relations	2 TAs for 100 Hrs.	200	January 13 th – April 30 th
N/A	Department Support in All first-year undergraduate courses offered online by the Dept. of Political Science	1 TA for 100 Hrs.	100	January 13 th – April 30 th
HELP CENTRE	Office Hours	2 TAs for 100 Hrs.	200	January 13 th – April 30 th

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

Expected TA duties:

The duties of a TA may include, but are not limited to: preparation for classes, preparation of written or audiovisual materials, designing and maintaining course related material, attending lectures, teaching under the direction of faculty, leading discussions and supervising laboratories, rating students' work, holding office hours, consulting with students (including electronic consultation), writing and grading tests, examinations and lab sets, grading essays and term papers, **proctoring exams, tests, midterms, and quizzes**, setting up experiments, attending employer orientation workshops and training, and conferring with the supervisor in charge, as required by the employee's teaching duties.

Due to COVID-19, all duties will be performed remotely. Assistants will not be required to be physically present on campus or have any face-to-face interactions

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 Winter term period (effective January 13th to April 30th).**

Required essential qualifications:

- Must be a registered full-time honours undergraduate (4-year degree) student
- Must have background in Political Science or a related discipline
- Candidates must be available to (virtually) attend lectures/labs/exams at specific times
- Candidates must host office hours (if required by the instructor of a specific course)
- Must have excellent communications 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.

Preferred qualifications:

- Preference is given to candidates enrolled in the Political Science undergraduate (Honours) program

Application forms are available from the following webpage: https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca/graduate-studies/files/ga_ta_application_fillable_form.pdf. Completed applications must be submitted electronically to: Jennifer Forde "Jennifer Forde" Jennifer.Forde@uwindsor.ca

Deadline for receiving applications: - January 11th, 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: January 5, 2021