

DEPARTMENT OF PSYCHOLOGY

NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR WINTER TERM 2026

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Psychology invites applications for the following projected GA positions for Winter term 2026.

Projected positions and hours are subject to change and contingent on sufficient enrolment and final budgetary approval.

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
PSYC 4240 Advanced Developmental Psychology: Social Development	2 GAs at 70 hours each	January 19, 2026 to April 30, 2026

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

Expected GA duties:

Expected duties are in accordance with article 14:03 and may include but are not limited to the following:

- Marking of tests and exams.
- Assisting with preparation of course materials.
- Teaching labs.
- Attending classes.
- Managing grading.
- Holding virtual/ in-person office hours.
- Other duties related to supporting the course as assigned by the course instructor on Form 1.
- Exam proctoring responsibilities as assigned by the Department of Psychology.

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, and even online classes may require on-campus face-to-face duties.

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as 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
- must be legally eligible to work in Canada on campus with a valid social insurance number. International students must hold a valid study permit and meet all IRCC regulations to accept employment on campus.

GA appointments cannot exceed **140 hours total for the Winter term period (Jan. 1st to Apr.30th)**. 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.

- Currently enrolled graduate student in Psychology
- Must have access to a computer with a reliable internet connection with video and audio capabilities
- Must be familiar with Brightspace and MS Teams or be able to acquire knowledge through training.
- Must be available to proctor exams

NOTE: A Graduate Assistantship requires an average of 10 work hours per week. The actual number of hours required in any given week may vary depending on the assistant's assigned duties per Form 1 (for example, brief periods in which course papers must be marked).

Preferred qualifications:

- GA experience in the course or another related course

Application forms are available from the following webpage:

https://uwindsor.ca1.qualtrics.com/jfe/form/SV_etEwI5WC2mRjTds

For any questions please contact: Laney McVeity, Graduate Program & Student Support,
psychgradsec@uwindsor.ca

Deadline for receiving applications: December 15, 2025 at 9:00am

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: December 10, 2025