

## DEPARTMENT OF BIOMEDICAL SCIENCES

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

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Biomedical Sciences invites applications for GA positions for the **Fall term 2024**.

The total number of projected Graduate Assistantship positions for the Fall term 2024 is 9 GAs for a total of 1260 hours. **All positions are subject to sufficient enrolment and final budgetary approval.**

List of courses that may utilize Graduate Assistants for the Fall term 2024:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b># OF PROJECTED POSITIONS AND # OF HOURS PER POSITION</b>	<b>DURATION OF POSITION</b>
BIOM-1003 (Section 1)	Biology of Organisms	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24
BIOM-1073 (Section 1)	Intro to Medical Microbiology	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24
BIOM-2021 (Section 1)	Human Anatomy	2 GA = 280 HRS	Sept. 3/24 - Dec. 31/24
BIOM-3400 (Section 1)	Neurobiology of the Synapse	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24
BIOM-3500 (Section 1)	Molecular Cell Biology	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24
BIOM-3540 (Section 1)	Immunology	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24
BIOM-3560 (Section 1)	Homeostasis & Cell Physiology	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24
BIOM-3750	Cancer UG Research Education (CURE)	1 GA = 140 HRS	Sept. 3/24 - Dec. 31/24

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\*\*:**

- Setting up testing material on Brightspace, including manage grades, grading test and assignment submissions
- Interacting with students in the virtual environment through Brightspace, in the role of a teaching or graduate assistant

\*\*Successful applicants who meet the required essential qualification but do not have prior Brightspace experience will be provided with the necessary Brightspace training required for completion of these duties.

It is anticipated that the majority of Fall 2024 classes across the University will be held face-to-face on campus or have a face-to-face component. 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 Fall term 2024 courses. Refer to the University's [Return to campus webpage](http://www.uwindsor.ca/returntocampus) (www.uwindsor.ca/returntocampus) for details about the policies in effect through the Fall 2024 semester.

**Students cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.**

**ELIGIBILITY REQUIREMENTS:**

GA appointments will be offered to qualified applicants in accordance with the criteria specified in Article 12:03 of the 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 Fall term period (September 3<sup>rd</sup> to December 31<sup>st</sup>)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

**REQUIRED ESSENTIAL QUALIFICATIONS:**

- Background in Biological Sciences (Ecology, Cell Molecular)
- Must have taken the course with a minimum of 80%
- Must have a GPA of at least 80%
- Ability to honor deadlines and work with the course instructor and co-workers to design questions for online assignments and testing and to mark assignments
- Must be available to attend courses/labs/exams at the specified times (if needed)
- For duties that are performed remotely (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.)

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](https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/ga_ta_application_fillable_form.pdf)

Completed applications must be submitted via email to: **Roxana Moreira-Diaz** [BIOSCIGRAD@uwindsor.ca](mailto:BIOSCIGRAD@uwindsor.ca)

For any questions please contact: [BIOSCIGRAD@uwindsor.ca](mailto:BIOSCIGRAD@uwindsor.ca)

**DEADLINE FOR RECEIVING APPLICATIONS IS JUNE 14, 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: May 24, 2024**