

DEPARTMENT OF BIOMEDICAL SCIENCES

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2026

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Biomedical Sciences invites applications for the following projected TA 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>
BIOM-2021 Human Anatomy	6 TAs for 100 hrs each	January 5, 2026 – April 30, 2026
BIOM-2131 Introductory Molecular Biology	4 TAs for 100 hrs each	January 5, 2026 – April 30, 2026
BIOM-3581B Biotechnology Laboratory	1 TA for 100 hrs each	January 5, 2026 – April 30, 2026

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

Expected TA duties:

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

- 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 TA and/or interacting with students in a laboratory environment.

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”).

TA employees are expected to make themselves available to report for all assigned duties, **both in-person/oncampus 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:

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the CUPE4580 Collective Agreement.

To be eligible for a Teaching Assistantship you must be a registered undergraduate 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
- must be legally eligible to work in Canada on campus with a valid social insurance number and a valid study permit.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 of the CUPE 4580 Collective Agreement. 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 (Jan. 5th to Apr 30th)**.

Required essential qualifications:

Successful applicants must meet all 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, as required by the course instructor
- 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.

How to apply:

Application forms are available from the following webpage: [Microsoft Word - application for assistantship.doc](#)
Completed applications must be submitted via email to the Graduate Secretary of the Department of Biomedical Sciences at BIOSCIGRAD@uwindsor.ca

For any questions please contact the Graduate Secretary of the Department of Biomedical Sciences at BIOSCIGRAD@uwindsor.ca

Deadline for receiving applications: October 23, 2025

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: October 9, 2025