

## DEPARTMENT OF CHEMISTRY, BIOCHEMISTRY & FORENSICS

### NOTICE RE: PROJECTED GRADUATE ASSISTANT (GA) POSITIONS FOR SUMMER TERM 2026

In accordance with Article 13:01 of the [CUPE 4580 Collective Agreement](#) the Department of Chemistry & Biochemistry invites applications for the following GA positions for summer term 2026.

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

List of courses that may utilize Graduate Assistants for Summer 2026:

Refer to the timetable () for class and exam hours and location.

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
<u>CHEM-2300 Intro to Organic Chemistry</u>	<u>2 GA's at 70 hours each</u>	<u>May 5 to June 15th, 2026</u>
<u>BIOC-8790 Biotechnology Laboratory</u>	<u>3 GA's at 140 hours each And 2 GA's at 70 hours each</u>	<u>May 5 to August 31, 2026</u>
<u>BIOC-2010 Organic Chemistry of Biomolecules</u>	<u>2 GA's at 70 hours each</u>	<u>June 22 to August 31, 2026</u>

#### Expected GA duties:

Projected duties are in accordance with article 15:03 and may include but are not limited to the following: Training, Orientation, Virtual and/or Face-to-Face Meetings, Review and Preparation of Audio/Visual materials for Labs and/or Tutorials, Presentation of experiments including set up and clean up, running/drying samples for data analysis to be used in the lab, Attending Online or In-person Lectures/Tutorials/Lab presentations, Consultation with Students, Management of Brightspace discussion board, Preparing Outreach Assignments, Preparing quizzes, Proctoring, Marking quizzes/tests/exams/papers, Entering grades, Assisting with SET's, and other duties as required.

**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 CUPE4580 Collective Agreement.

To be eligible for employment as a Graduate Assistant in the term of support 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 summer term period (May 5<sup>th</sup> to Aug 31st)**. Refer to Articles 13, 14, and 15 of the CUPE 4580 Collective Agreement for eligibility details.

Note: graduate students who have received a Graduate Assistantship Offer (“*An offer of employment as a Graduate Assistant with a commitment of future terms of support under Article 14:01 (a) and (b).*”) **must apply each term** until they have received all terms of support specified under Article 14:01 (a) or 14:01 (b).

**Refer to Article 14 of the CUPE 4580 Collective Agreement for details and eligibility. Failure to meet the eligibility conditions in the CUPE 4580 Collective Agreement will result in the forfeiture of the term(s) of support.**

**Article 14:02:** “*Financial support, as outlined in 14:01, shall continue, if the Graduate Assistant:*

*a) maintains full-time registration in good standing in the degree program; and*

*b) applies for posted positions; and*

*c) is satisfactorily performing the duties required.*

*Failure to meet these eligibility conditions will result in the forfeiture of the term(s) of support.”*

### **Required essential qualifications:**

Successful applicants must meet all essential qualifications:

- Students must have previously taken the course (or equivalent) and passed with a minimum of 80 per cent (A-).
- GPA of at least 80.0 minimum.
- Applicants **MUST** have good communication/presentation skills.
- GA employees are expected to make themselves available to report for all assigned duties, both on-campus and online.
- must have access to a computer with a reliable internet connection with video and audio capabilities.
- must be familiar with the University’s LMS (Brightspace) and MS Teams or be able to acquire knowledge through training.

### **Preferred qualifications:**

- Students with prior experience instructing in the lab/course for which they have applied.

### **How to apply:**

Application forms are available from the following webpage: [Graduate Assistantship Positions | Department of Chemistry and Biochemistry \(uwindsor.ca\)](#)

Completed applications must be submitted via email to: Beth Kickham at [bkickham@uwindsor.ca](mailto:bkickham@uwindsor.ca)

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

### **Deadline for receiving applications: Deadline for receiving applications: Wednesday, March 27th, 2026.**

*The University is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.*

*If you need an accommodation for any part of the application and hiring process, please notify the Recruitment & Workforce Coordinator ([employment@uwindsor.ca](mailto:employment@uwindsor.ca)). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHCRM).*

Date posted: 03/19/2026