

DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY

NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR SUMMER TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Chemistry & Biochemistry invites applications for the following GA positions for summer term 2025.

All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Graduate Assistants for Summer 2025:

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) 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-1103 Topics in General Chemistry</u>	<u>2 GAs at 70 hours each</u>	<u>May 5 to August 31, 2025</u>
<u>CHEM-2300 Intro to Organic Chemistry</u>	<u>4 GAs at 70 hours each</u>	<u>May 5 to August 31, 2025</u>
<u>BIOC-8790 Biotechnology Laboratory</u>	<u>2 GAs at 140 hours each</u>	<u>May 5 to August 31, 2025</u>
<u>MMCE-8821A Materials Chemistry Laboratory and Materials Engineering Laboratory</u>	<u>2 GAs at 140 hours each</u>	<u>May 5 to August 31, 2025</u>

Expected GA duties:

Projected duties are in accordance with article 14:03.

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 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 and a valid study permit.

GA appointments cannot exceed **140 hours total for the summer term period (May 5th to Aug 31st)**. 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. 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.

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

For any questions please contact: bkickham@uwindsor.ca

Deadline for receiving applications: Deadline for receiving applications: Monday, March 24th, 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: 03/14/2025