

**DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY**  
**NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR WINTER 2025**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Chemistry & Biochemistry invites applications for GA positions for the Winter term 2025. The total number of projected Graduate Assistantship positions for the Winter term 2025 is 57 GAs for a total of 7980 hours.

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

List of courses that may utilize Graduate Assistants for the Winter 2025:

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

<b><u>Course # and name</u></b>	<b><u>Exam time</u></b>	<b><u># of projected positions and hours per position</u></b>	<b><u>Duration of position</u></b>
CHEM-1103 Topics in General Chemistry	TBD	8 GAs for 140 hrs. each Plus 1 GA for 70 hrs.	Jan. 2 to Apr.30
CHEM-1110 General Chemistry II	TBD	14 GAs for 140 hrs. each	Jan. 2 to Apr.30
CHEM-2310 Intro Organic Chemistry II	TBD	4 GAs for 70 hrs. each	Jan. 2 to Apr.30
CHEM-2410 Intro Physical Chemistry II	TBD	5 GAs for 140 hrs. each	Jan. 2 to Apr.30
HEM-2510 Intro Inorganic Chemistry II	TBD	5 GAs for 140 hrs. each	Jan. 2 to Apr.30
BIOC-2010 Organic Chemistry of Biomolecules	TBD	7 GAs for 140 hrs. each	Jan. 2 to Apr.30
CHEM-3210 Principles in Instrumental Analysis	TBD	6 GAs for 140 hrs. each	Jan. 2 to Apr.30
CHEM-3310 Intermediate Organic Chemistry	TBD	2 GAs for 140 hrs. each	Jan. 2 to Apr.30
BIOC-3030 Natural Health Products	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
BIOC-3110 Metabolism II	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
BIOC-3130 Protein & Nucleic Acid Chemistry	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
BIOC-3310 Pharmacology for Health Sciences	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
BIOC-8684 Cell Death, Diseases & Natural Health Products	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
BIOC-8730 Drugs: From Discovery to Market	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
BIOC-8760 Clinical Biochemistry	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30
Science Resource Centre - Student Consultation	TBD	3 GA'S for 70 hrs. each	Jan. 2 to Apr.30
FRSC-2101 Applied Crime Scene Techniques	TBD	2 GA's for 70 hrs. each	Jan. 2 to Apr.30
FRSC-3101 Laboratory in Forensic Science	TBD	2 GA's for 70 hrs. each	Jan. 2 to Apr.30
LAWS-2190 Forensic Evidence and the Canadian Legal System	TBD	1 GA for 70 hrs. each	Jan. 2 to Apr.30

**Expected GA duties:** 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 or have a face-to-face component. Refer to the University’s current [health and safety regulations](#).

**Eligibility requirements:**

- 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.

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 Winter term period (January 2nd to April 30th, 2025)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

**Required 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.

**Preferred Qualifications:**

- Previous Experience Instructing in a Lab.

Application forms are available from the following webpage: [www.uwindsor.ca/chemistry](http://www.uwindsor.ca/chemistry)

(This can be found under the Graduate Students tab under GA positions).

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: must be no later than November 8th, 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: 10/28/2024**