

SCHOOL OF THE ENVIRONMENT

NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR SUMMER TERM 2024

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the School of the Environment invites applications for GA positions for Summer term 2024.

The total number of projected Graduate Assistantship positions for Summer term 2024 is 12 GAs for a total of 980 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Graduate Assistants for Summer 2024:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ESCI 1000 Natural Hazards & Disasters	4 GAs for 70 hours each	May 6, 2024 - August 31 st , 2024
ESCI 1020 Introduction to Planetary Science	2 GAs for 70 hours each	May 6, 2024 - August 31 st , 2024
ESCI 1130 Atmosphere & Climate	4 GAs for 70 hours each	May 6, 2024 - August 31 st , 2024
ESCI 2000 Science, Technology, & Society	1 GA for 140 hours	May 6, 2024 - August 31 st , 2024
ESCI 3755 Methods in Great Lakes Geomicrobiology	1 GA for 140 hours	July 22, 2024 - August 31 st , 2024

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

Expected GA duties:

- Marking, lab instruction, providing assistance to students either in-person or online
- Communication with instructor

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:

Successful applicants must be available to attend at the specified time of the course/lab/exams and 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

GA appointments cannot exceed **140 hours total for the Summer term period (May 1st 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.

- Must have taken the course with a minimum of 80%
- Must have a minimum GPA of at least 80%
- Must have good communication skills
- Must be available to attend courses/labs/exams at the specified times
- GA employees are expected to make themselves available to report for all assigned duties, both on-campus and online.

Required qualifications:

- Enrolled in either the Environmental Science or Earth Sciences Graduate Program
- Completed an undergraduate degree in Earth or Environmental Studies

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

Completed applications must be submitted via email to: earth@uwindsor.ca

For any questions please contact: Nia Khuong, nia.khuong@uwindsor.ca

Deadline for receiving applications: April 5, 2024

<https://www.uwindsor.ca/graduate-studies/458/qata-contract-deadlines>

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: March 22, 2024