

SCHOOL OF THE ENVIRONMENT

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2024

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

The total number of projected Teaching Assistantship positions for Winter term 2024 is 3 TA position for a total of 210 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Winter term 2024:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ESCI 2010 Geology & the Environment	1 TA for 70 hours	January 8 to April 30, 2024
ESCI 2300 Introduction to Oceanography	1 TA for 70 hours	January 8 to April 30, 2024
ESTU 1100 Intro to Environmental Studies	1 TA for 70 hours	January 8 to April 30, 2024

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

Expected TA duties:

Marking, lab instruction, aiding students enrolled in course, proctoring exams.

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/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.

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

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. 1st to Apr. 30th)**.

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- 2nd year student or above
- An overall GPA of 70% or above
- Competency with course content is required
- Good interpersonal and communication skills are required

Preferred qualifications:

- prior enrolment to the selected course is preferred

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](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: Nia Khuong, earth@uwindsor.ca

For any questions please contact: earth@uwindsor.ca

Deadline for receiving applications: December 19, 2023

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: December 14, 2023