

## DEPARTMENT OF BIOMEDICAL SCIENCES

### **NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2024**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Integrative Biology invites applications for TA positions for the **Fall term 2024**.

The total number of projected Teaching Assistantships for the Fall term 2024 is 1 TA position for a total of 1 0 0 hours. **All positions are subject to sufficient enrolment and final budgetary approval.**

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

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b># OF PROJECTED POSITIONS AND # OF HOURS PER POSITION</b>	<b>DURATION OF POSITION</b>
BIOM-8720	Fundamentals of Oncology	1 TA = 100 HRS	Nov. 11/24 – Dec. 31/24

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

#### **EXPECTED TA DUTIES:\*\***

- Setting up testing material on Brightspace, including manage grades, grading test and assignment submissions
- Interacting with students in the virtual environment through Brightspace, in the role of TA

\*\*Successful applicants who meet the required essential qualification but do not have prior Brightspace experience will be provided with the necessary Brightspace training required for completion of these duties.

**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:**

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the 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

Note that Teaching Assistants can be employed for no more than 100 TA hours per semester total. 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 Fall term period (September 1 to December 31).**

### **REQUIRED ESSENTIAL QUALIFICATIONS:**

- Background in Biological Sciences (Ecology, Cell Molecular)
- Must have taken the course with a minimum of 80%
- Must have a GPA of at least 80%
- Ability to honor deadlines and work with the course instructor and co-workers to design questions for online assignments and testing and to mark assignments

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: **Zaynab Panjvani** [BIOSCIGRAD@uwindsor.ca](mailto:BIOSCIGRAD@uwindsor.ca)

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

**DEADLINE FOR RECEIVING APPLICATIONS IS October 11, 2024**

*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: October 4, 2024**