

## DEPARTMENT OF BIOMEDICAL SCIENCES

### NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR SUMMER TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Biomedical Sciences invites applications for the following projected TA positions for Summer term 2025.

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

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

<u>Course # and course name</u>	<u># of projected TA positions and # of hours per position</u>	<u>Duration of position</u>
BIOM-2021 Human Anatomy	4 TAs of 100 hrs. each	May 5, 2025 – Aug 31, 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.

**Expected TA duties:** Projected duties are in accordance with article 14:03 and may include but are not limited to the following:

- 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

**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, 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.**

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
- must be legally eligible to work in Canada on campus with a valid social insurance number and a valid study permit.

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 Summer term period (May 1<sup>st</sup> to August 31<sup>st</sup>).**

**Required essential qualifications:**

Successful applicants must meet all 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
- Must be available to attend courses/labs/exams at the specified times (if needed)
- For duties that are performed remotely, must have access to a computer with a reliable internet connection with video and audio capabilities; must be familiar with Brightspace and MS Teams or be able to acquire knowledge through training.

Application forms are available from the following webpage: [Microsoft Word - application for assistantship.doc](#)

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: April 8, 2025**

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

*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: April 2, 2025**