

## NOTICE OF TEACHING ASSISTANTSHIPS ACCOUNTING AND FINANCE AREAS Fall 2024 Undergraduate Assistantship (TA)

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the ODETTE SCHOOL OF BUSINESS invites applications for TA positions for the Fall term 2024. There are approximately 3,256 hours available for Fall 2024. (All positions are subject to final budgetary approval and sufficient enrolment.)

The following courses usually require TA support and are full term Sept 5 – December 31, 2024. Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class information

Accounting Area					Finance Area		
Course # # of positions	Total Hrs	Course #	# of positions	Total Hrs	Course #	# of position	ns Total Hrs
ACCT 1510 2 ACCT 2510 1 ACCT 2520 1 ACCT 2550 4 ACCT 3520 1 ACCT 3560 1	75 hrs each 50 hrs 50 hrs 60 hrs each 40 hrs 40 hrs	ACCT 358 ACCT 366 ACCT 457 ACCT 459 ACCT 460 ACCT 460	00 1 10 1 70 1 90 1	40 hrs 50 hrs 50 hrs 50 hrs 40 hrs 50 hrs	FINA 2700 FINA 2710	4	50 hrs each 50 hrs

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 <u>health and safety regulations</u>.

<u>Eligibility requirements:</u> Successful applicants must be available to report for all assigned duties which may include both in person/on-campus and online duties. 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 undergrad 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**<sup>st</sup> **to December 31)**.

Required essential qualifications: To be eligible, you must be a business student and successfully passed the course with an 80% or better; an overall GPA of 70.0; must have good communication skills, reliable internet connection with video and audio capabilities and familiarity with software such as MS Teams, Brightspace. Preference will be given to applicants in area of their specialization.

## Deadline for receiving applications for Fall 2024 TA is August 2, 2024 12:00 PM

Application forms are available from the Odette webpage www.uwindsor.ca/business

Submit completed applications via email to Stephanie Miller, email: stmiller@uwindsor.ca

In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Person with Disabilities, and Members of Sexual Minorities) are encouraged to apply.