

DEPARTMENT OF Odette School of Business
NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR Summer TERM 2024

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

The total number of projected Graduate Assistantship positions within the Odette School of Business for Summer 2024 is **1 GA for a total of 70 hours**. This position subject to sufficient enrolment and final budgetary approval.

The student hired will fill 1 position for Summer 2024 semester

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
MGMT 8600-20 Business Ethics & Sustainability	1 GA for 70 hrs	Summer term 2024: May 20 to August 31, 2024

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

Expected GA 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”).

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](#).

Processing chapter quizzes. These consist of 2 quizzes of 40-50 multiple choice questions. Students enter their answers on forms which are automatically scanned at a central university facility. With most face-to-face classes resumed GAs are responsible for delivering the quiz forms for scanning and picking these up when scanned and on-campus safety.

Marking mid-term exams. The mid-terms consist of long-answer questions that are designed to allow students to show their understanding of concepts and their application to the cases that are discussed in class. Sample answers are provided.

Entering and compiling student grades on EXCEL according to the weights of each assignment and posting student scores on individual assignments to the Brightspace site for each section. This includes the quizzes, midterms, and instructor-graded assignments.

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 August 31th)**. 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.

- Solid understanding of business ethics & sustainability applications
- Solid understanding of financial analysis
- Excellent knowledge and demonstrable experience in the use of MS Excel
- Working independently and meeting deadlines
- Advanced organizational skills
- The ability to work independently and maintain strict confidentiality
- GA employees are expected to make themselves available to report for all assigned duties, both on-campus or online.

Preferred qualifications:

- Knowledge of Brightspace or other comparable learning management system
- Previous experience as a teaching assistant
- Experience in grading/evaluating student assignments/exams, including the ability to evaluate and rank qualitative answers and deal with diversity in responses and variance in answer quality

Application forms are available from the following webpage: [News & Events | Odette School of Business \(uwindsor.ca\)](#)

Completed applications must be submitted via email to: mba@uwindsor.ca (Shelly St. Louis)

For any questions please contact: mba@uwindsor.ca (Shelly St. Louis)

Deadline for receiving applications: May 2, 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: April 23, 2024