

SCHOOL OF DRAMATIC ART

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

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the School of Dramatic Art invites applications for TA positions for the Winter term 2025.

The total number of projected Teaching Assistantship positions in the School of Dramatic Art for the Winter term 2025 is **5** TA positions for a total of **260** hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Winter term 2025:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
DRAM-2100: Speech Communication to Inform	1 TA for 90 hours	January 6 th - April 30 th , 2024
DRAM-2240: Acting for the Theatre II	1 TA for 40 hours	January 6 th - April 30 th , 2024
DRAM-3270: Voice and Movement for the Actor II	1 TA for 40 hours	January 6 th - April 30 th , 2024
DRAM-4510: Performance Seminar	1 TA for 50 hours	January 6 th - April 30 th , 2024

Refer to the timetable (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:

- Attend class (Unless otherwise stated by the instructor)
- Assist instructor with class preparation
- Assist instructor with class assignments
- Assist instructor with class participation

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 and even online classes may require on-campus face-to-face duties. Refer to the University’s current [health and safety regulations](#).

Eligibility requirements:

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 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.

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 Winter term period (January 1 - April 30, 2025)**.

Required essential qualifications:

- Prior completion of the course
- Excellent time-management, communication & inter-personal skills
- Availability for all class times & office hours
- Familiarity with the University’s LMS (Brightspace) or be able to acquire knowledge of LMS via training
- Strong leadership & mentoring skills
- Comfort level demonstrating exercises & giving feedback to peers

Application forms are available from the following webpage:
<https://www.uwindsor.ca/drama/525/teaching-assistants>

Completed applications are to be submitted to Lena via email at drama@uwindsor.ca

For any questions, please contact: drama@uwindsor.ca

Deadline for receiving applications: December 9, 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: December 2, 2024