

## DEPARTMENT OF ENGLISH AND CREATIVE WRITING

### NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR FALL TERM 2024

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of English and Creative Writing invites applications for GA positions for Fall term 2024.

The total number of projected Graduate Assistantship positions for Fall term 2024 is 16 GAs for a total of 2240 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Graduate Assistants for Fall 2024:

We ask that applicants NOT list more than one 3XXX level course, or any courses with lecture days / times that conflict with their own graduate seminars.

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
ENGL 1001-91 Composition	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 1001-92 Composition	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 1001-93 Composition	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 1001-94 Composition	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 1003 Early British Literature	2 GA's for 140 hrs each	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 1005 Genre: Medieval to Romantic	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 2010 Medieval Literature	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 2030 Shakespeare	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 2230 Modern/Contemporary US Literature	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 2330 Gender and Literature	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 2410 Rhetoric	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 3020 Renaissance Lit: 17 <sup>th</sup> Cent. Lit and Medicine	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 3210 Canadian Literature	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 3520 Adv. Topics: African American Children's Lit	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024
ENGL 4003 Editing Practicum	1 GA for 140 hrs	Sept. 3 to Dec. 31 <sup>st</sup> , 2024

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 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](#).

#### 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 Fall term period (Sept. 1<sup>st</sup> to Dec. 31<sup>st</sup>)**. 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.

- Honours in English B.A. or equivalent
- Must be available to attend courses/exams at the specified times
- Must have good communication skills

### **Preferred qualifications:**

- Candidates will ideally own a device capable of running the Outlook Teams platform for classes
- Have reliable internet access
- Possess or acquire proficiency with the University's LMS Brightspace and its various tools and functions

Application forms are available from the following webpage: <https://www.uwindsor.ca/english/>

Completed applications must be submitted via email to: Monika Burdzy at [mburdzy@uwindsor.ca](mailto:mburdzy@uwindsor.ca)

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

## **Deadline for receiving applications: July 11<sup>th</sup>, 2024 by end of day**

<https://www.uwindsor.ca/graduate-studies/458/gata-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: July 7, 2024