

**FACULTY OF NURSING**  
**REVISED GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR FALL 2024**

In accordance with Article 12:01 of the [CUPE 4580 Collective Agreement](#) the Faculty of Nursing invites applications for GA positions for the Fall 2024 term.

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

Course No./Name	Time and location	Anticipated Essential (E) and Preferred (P) Skills, Duties and On Campus Requirements*	Projected No. GAs/Hours	Duration of Position
NURS 1120-1 Professional Nursing I Dr. G. Pittman	<b>MW:</b> 10:00 AM – 11:20 AM <b>Location:</b> TC 200	<p><b>Skills:</b> Requires quick marking and turnaround as assignments are cumulative; building on each component (E). Experience with APA and Technology (P)</p> <p><b>Duties:</b> Marking assignments (2 in the course); exam question creation; assist students with APA/assignment questions; teach a class (optional).</p> <p><b>On Campus:</b> When the GA teaches under the supervision of the course instructor.</p>	1 GA, 140 hours	Sept 5, 2024- Dec 31, 2024
NURS 1900-1/2 Writing for the Professional Nurse Profs. H. Sweet / P. Ravi	<b>M:</b> 4:00 PM-6:50 PM <b>Location:</b> CNG 133	<p><b>Skills:</b> Strong writing, scholarship and APA skill sets; strong writing skills and good grasp on APA 7; requires quick marking and turnaround as assignments are cumulative, building on each component. (E)</p> <p><b>Duties:</b> Marking student's written assignments; providing clear and constructive feedback on writing, meeting with students about feedback; teaching lectures or part of a lecture under supervision of course instructor; opportunity to create "cheat sheets" for students about course content (i.e. APA tips, medical terminology, mechanics of writing etc.); marking; creation of cheat sheets.</p> <p><b>On Campus:</b> When teaching on campus and giving guest lectures is required for that class. Otherwise, all marking, and meetings can be done on Brightspace or via MS Teams.</p>	2 GAs, 140 hours each	Sept 5, 2024- Dec 31, 2024

Course No./Name	Time and location	Anticipated Essential (E) and Preferred (P) Skills, Duties and On Campus Requirements*	Projected No. GAs/Hours	Duration of Position
NURS 2130-1 Professional Nursing III Prof. P. Ravi	<b>F:</b> 11:30 AM – 2:20 PM <b>Location:</b> TC 202	<b>Skills:</b> Strong writing skills and good grasp on APA 7 (E)  <b>Duties:</b> Marking; creation of cheat sheets.  <b>On Campus:</b> When giving guest lectures on scheduled date(s).	1 GA, 140 hours	Sept 5, 2024- Dec 31, 2024
NURS 2320-1 Pharmacology and Med. Management II Prof. R. Elliott	<b>F:</b> 8:30 AM – 11:20 AM <b>Location:</b> OB 104	<b>Skills: GA:</b> Has a med/surg or ED background (P).  <b>Duties:</b> Be responsible for answering student emails and responding to midterm questions; help with midterm review process; answer questions online in drop-in session prior to midterms (2).  <b>On Campus:</b> To help with midterm proctoring and assist with midterm exam review sessions. Also need online support to provide drop-in hours to ask questions.	1 GA, 70 hours	Sept 5, 2024- Dec 31, 2024
NURS 2531 Experiential Learning Lab III Prof. H. Sweet	Please refer to Timetable for day/time/location.	<b>Skills:</b> Must be proficient in basic health assessments expected of second year students (recent work experience in an area that requires history taking and physical exams of multiple systems) (E); solid understanding of skills Yrs. 1-3; strong communication skills (P)  <b>Duties:</b> Assisting the lab lead with the organization and preparation of weekly labs; development of quiz questions; creating skill testing schedules for all sections; tracking of student's completion of remediation; attending weekly lab planning meetings (60 min per week on MS Teams - will be recorded if unable to attend synchronously).  <b>On Campus:</b> On campus required for skills testing dates only (midterm and final).	1 GA, 140 hours	Sept 5, 2024- Dec 31, 2024
NURS 3551 Experiential Learning Lab V Prof. H. Sweet	Please refer to <a href="#">undergraduate Timetable</a> for days/times/schedules.	<b>Skills:</b> Must be able to attend the labs on campus as scheduled (E); must be proficient in basic and advanced health assessments expected of third	1 GA ,140 hours	Sept 5, 2024- Dec 31, 2024

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		<p>year students with recent work experience in an area that requires history taking and physical exams of multiple systems (E); solid understanding of skills years 1-3; strong communication skills (P)</p> <p><b>Duties:</b> Assisting the lab lead with the organization and preparation of bi-weekly labs; development of quiz questions; creating skill testing schedules for all sections; tracking of student's completion of remediation; attending biweekly lab planning meetings (60 min other week on MS Teams- will be recorded if unable to attend synchronously).</p> <p><b>On Campus:</b> On campus required for skills testing dates only (midterm and final).</p>		
<p>NURS 3940 Nursing Care of Infants, Children and Youth Dr. G. Pittman/L. Galbraith</p>	<p><b>F:</b> 11:30 AM – 2:30 PM <b>Location:</b> EH 1120</p>	<p><b>Duties:</b> Scheduling midterm exam reviews, on campus, for both midterms and teach a class if required.</p> <p><b>On Campus:</b> On campus midterm reviews - multiple days after each midterm.</p>	<p>1 GA, 140 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>
<p>NURS 3950-1/2 Nursing Research Dr. E. Tanlaka</p>	<p><b>TuTh:</b> 7:00 PM – 9:50 PM <b>Location:</b> HK building 140</p>	<p><b>Duties:</b> Preparation of Lecture materials and grading rubrics; marking of critical appraisal assignments; virtual meetings (by appointments) with students; physically present during two midterm quizzes, literature search and review (using review table).</p> <p>On Campus: Not required.</p>	<p>2 GAs, 70 hours each</p>	<p>Sept 5, 2024- Dec 31, 2024</p>
<p>NURS 3960-1 /2 Community Health Nursing Dr. J. Crawley</p>	<p><b>Th:</b> 2:30 p.m. - 5:20 p.m. <b>Location:</b> HK Building 140</p>	<p><b>Skills:</b> Knowledge of Brightspace and APA 7th Ed. (E)</p> <p><b>Duties:</b> Preparation of classes, including written or audiovisual materials; designing/maintaining course related materials; teaching under the direction of faculty; leading discussions; rating students' work; holding office hours; consulting with</p>	<p>2 GAs, 140 hours each</p>	<p>Sept 5, 2024- Dec 31, 2024</p>

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		<p>students (including electronic consultations); writing and grading tests; proctoring exams; tests, midterms and quizzes; and conferring regularly with supervising instructor.</p> <p><b>On Campus:</b> Every Tuesday, 2:30 p.m. to 5:20 p.m.</p>		
<p>NURS 4150 Professional Nursing V Prof. R. Elliott/A. McEwen</p>	<p><b>TuTh:</b> 10:00 AM – 11:20 AM <b>Location:</b> TC 102</p>	<p><b>Duties:</b> Answering student emails and responding to assignment questions. GA would be responsible for marking of case studies (group assignment) and NCLEX assignment (individual assignment).</p> <p><b>On Campus:</b> Will need to be within driving distance to campus to pick up physical assignments.</p>	<p>1 GA, 70 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>
<p>NURS 4571 Experiential Learning Lab VII Prof. A. McEwen /D. Charron</p>	<p>Please refer to <a href="#">undergraduate Timetable</a> for days/times/schedules.</p>	<p><b>Skills:</b> Strong communication; comfortable using Brightspace; responsible and professional; able to keep student grades confidential (E); must be proficient in basic and advanced health assessments expected of fourth year students with recent work experience in an area that requires history taking and physical exams of multiple systems (E).</p> <p><b>Duties:</b> Assist course leads with prep for labs and testing, including Brightspace quiz/exam development and development of lab resources as needed; meet regularly with course leads and lab instructors (biweekly online meetings); required to be on campus during the midterm testing period and for any required remediation/exam reviews with students; majority of hours dedicated to assistance with midterm testing (previously this has been an in-person; in-lab short answer bell ringer style lab exam); may assist with inputting grades into Brightspace (TAO, Shadow Health, midterm/final, etc.)</p>	<p>1 GA, 140 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>

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		<p><b>On Campus:</b> Midterm testing: Weeks 5 (week of October 7th – Mon and Wed) and 6 (week of October 21st – Mon and Wed)</p> <p><b>*Flexible scheduling:</b> midterm lab exam reviews (in person; starting Week 8 or 9).</p>		
<p>NURS 4980-1 Palliative and End-of-Life Care Dr. J. Simanovski Peakovic/Prof. R. DiBiase</p>	<p><b>Th:</b> 4:00 PM- 6:50 PM <b>Location:</b> TC 200</p>	<p><b>Skills:</b> Has palliative background; hospital/community RN background (P)</p> <p><b>Duties:</b> Creating groups for the exam review; running exam reviews; Grading paper for the course; creating groups for the course paper; meeting with students to clarify any questions for the paper for the course; If the GA has a palliative background/expertise, will consider participation in lectures/teaching under direction of supervising instructor; proctoring as needed.</p> <p><b>On Campus:</b> Will be required after week 6 for exam reviews and paper grading.</p>	<p>1 GA, 70 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>
<p>NURS 4990-1 Global and Planetary Health Prof. R. Elliott</p>	<p><b>TuTh:</b> 8:30 AM – 9:50 AM <b>Location:</b> EH 1120</p>	<p><b>Duties:</b> Answering student emails and responding to assignment questions and for marking of global health issues poster (group assignment) advocacy letter (group assignment).</p> <p><b>On Campus:</b> If there is an in-person poster presentation.</p>	<p>1 GA, 140 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>
<p>NURS 4999-2 Nursing Specialty Option: Patient Safety Dr. N. Giannotti</p>	<p><b>TuTh-</b> 1:00 PM – 2:30 PM <b>Location:</b> TC 202</p>	<p><b>Duties:</b> Marking assignments, creating lesson plans, delivering lectures (1-2), creating midterm exam questions, holding office hours and exam reviews.</p>	<p>1 GA, 140 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>
<p>NURS 4999-3 Nursing Speciality Option: Introduction to Oncology Dr. L. Freeman</p>	<p><b>T:</b> 4:00 PM-TBD</p>	<p><b>Skills:</b> Oncology experience; open and engaging personality; and willingness to learn the content.</p> <p><b>Duties:</b> Mark paper; complete 2 class presentations of content.</p>	<p>1 GA, 140 hours</p>	<p>Sept 5, 2024- Dec 31, 2024</p>

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		<p>help with exams and quizzes (writing questions and marking). office hours to help students with content.</p> <p><b>On Campus:</b> Both streamed and in person. GA will have to be on campus at least two times to teach the class and for midterm and final exams.</p>		
Simulation Lab Dr. D. Rickeard/A. McEwen	Fall 2024 & Winter 2025	<p><b>Skills:</b> Previous peer mentor in the simulation lab or previous peer mentor experience in the general lab (E)</p> <p><b>Duties:</b> Assist with setting up and taking down simulation sessions; run simulation sessions either in the role of a peer mentor or faculty; assist new peer mentors in their role; review simulation scenarios for accuracy and research for updated guidelines and references.</p> <p><b>On Campus:</b> Dates will vary throughout the semester.</p>	1 GA, 140 hours per term	Sept 5, 2024- Dec 31, 2024
NURS 8410 Evidence Utilization Dr. S. Gyamfi	<p><b>Day:</b> TBD 1:00 PM – 4:00 PM</p> <p><b>Location:</b> Synchronous Online</p>	<p><b>Skills:</b> Has previous experience as a GA (P)</p> <p><b>Duties:</b> Contact with students/responding to student questions, Preparation of lecture room/attending lectures/checking attendance, Marking/Grading term papers/assignments.</p> <p><b>On Campus:</b> Once every week – for Online classes.</p>	1 GA, 140 hours	Sept 5, 2024- Dec 31, 2024

**Please note:** In addition to the duties listed in the table above, please refer to the following headings, ‘Required Essential Qualifications’ and ‘Preferred Essential Qualifications’, for a list of duties applicable to all courses listed.

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

\* The duties identified are examples of anticipated duties and not an exhaustive list; duties to be assigned by instructor on Form 1 “Outline of duties and distribution of hours”. **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 CUPE 4580 Collective Agreement.
- 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 1st to Dec 31st). Refer to [Articles 12, 13, and 14](#) of the CUPE 4580 Collective Agreement for eligibility details.

#### **Required essential qualifications**

- Must have good communication skills and good understanding of APA.
- Must be available to connect with students through online channels.
- Successful applicants must meet all essential qualifications including the course-specific essential qualifications identified in the table above for individual courses

#### **Preferred qualifications**

- Preference will be given to applicants who have background in the course area and have a minimum GPA of 80%.

A full graduate assistantship requires an average of 10 hours per week for a maximum of 140 hours per semester. Refer to [Articles 12, 13, and 14](#) of the Collective Agreement for eligibility details.

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).”

Application forms are available online at: <http://www.uwindsor.ca/nursing/347/facultystaffgata-employment-opportunities#TA>. Applications must be submitted to Ms. Suneeta Singh electronically to [ssingh@uwindsor.ca](mailto:ssingh@uwindsor.ca)

**Deadline for receiving applications: Friday, July 5, 9:00 a.m.**

*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 re-posted: Monday, June 24, 2024**