

FACULTY OF SCIENCE – FORENSIC SCIENCE

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

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Faculty of Science invites applications for GA positions for Fall term 2024.

The total number of projected Graduate Assistantship positions for Fall term 2024 is 3 GAs for a total of 420 hours. All positions are subject to sufficient enrolment and final budgetary approval.

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

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
FRSC-3010-01 Expert Witness in Forensic Science	1 GA for 140 hrs each Lecture – M 2:30 – 5:20pm In-person	Sept.3 to Dec.31 st , 2024
FRSC-3105-01 Forensic Identification	2 GA for 140 hrs each Lecture – M 9:30am – 12:20pm Lab – W 2:30 – 5:20pm In-person	Sept.3 to Dec.31 st , 2024

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

Expected GA duties:

Student will be asked to assist in preparations and demonstrations for lectures and laboratories, in marking assignments, lab reports and/or midterms and exams, and in proctoring of exams. Other duties may be assigned, including set-up time immediately preceding laboratories and testing protocols prior to laboratories.

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. 1st to Dec. 31st)**. 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.

- Must be registered in a MSc or PhD program in the Faculty of Science at UWindsor
- Must have good communication skills.
- Must be available to attend the lecture and lab classes at the specified times.
- Must be available, or able to make alternate arrangements for proctoring of final exam.

Preferred qualifications:

- A graduate or undergraduate degree in Forensic Science

Application forms are available from the following webpage: [TA and GA postings | Faculty of Science \(uwindsor.ca\)](#)

Completed applications must be submitted via email to:

Dr. Shari Forbes

Program Chair

forensic@uwindsor.ca

For any questions please contact: forensic@uwindsor.ca

Deadline for receiving applications: Thursday, July 25, 2024

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: June 20, 2024