

DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY
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 Chemistry & Biochemistry invites applications for GA positions for Fall term 2024.

The total number of projected Graduate Assistantship positions for Fall term 2024 is 57 GAs for a total of 7980 hours. All positions are subject to sufficient enrolment and final budgetary approval.

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

Course # and course name	# of projected positions and # of hours per position	Duration of position
CHEM-1100 General Chemistry I	17 GA positions for 140 hrs. each	September 3 to December 31
SRC Consultants (Student Support)	2.5 GA positions for 70 hrs. each	September 3 to December 31
CHEM-1003 Science Through the Ages	1 GA position for 70 hrs.	September 3 to December 31
CHEM-2200 Analytical Chemistry	6 GA positions for 140 hrs. each	September 3 to December 31
CHEM-2300 Intro Organic Chemistry	12 GA positions for 140 hrs. each	September 3 to December 31
CHEM-2400 Intro Physical Chemistry I	5 GA positions for 140 hrs. each	September 3 to December 31
CHEM-2500 Inorganic Chemistry I	1 GA position for 70 hrs.	September 3 to December 31
CHEM-3300 Spectroscopic Structure Identification	1 GA position for 140 hrs.	September 3 to December 31
CHEM-3500 Organometallic Chemistry	1 GA position for 140 hrs.	September 3 to December 31
BIOC-3581A Biotechnology Laboratory	9 GA positions for 140 hrs. each	September 3 to December 31
BIOC-3100 Intermediary Metabolism I	1 GA position for 70 hrs.	September 3 to December 31
BIOC-3140 Protein and Enzyme Engineering	1 GA position for 70 hrs.	September 3 to December 31
BIOC-8700 Human Physiology & Mechanisms of Disease	1 GA position for 70 hrs.	September 3 to December 31
BIOC-8740 Protein Structure & Function	1 GA position for 70 hrs.	September 3 to December 31
BIOC-8780 Biotechnology Entrepreneurship	1 GA position for 70 hrs.	September 3 to December 31

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

Expected GA duties may include but are not limited to the following: Training, Orientation, Meetings, Review and Preparation of Audio/Visual materials for Labs and/or Tutorials, Presentation of experiments including set up and clean up, running/drying samples for data analysis to be used in the lab, Attending On-Campus/Online Lectures/Tutorials/Lab presentations, Consultation with Students, Management of Bright Space discussion board, Preparing Outreach Assignments, Preparing quizzes, Proctoring, Marking quizzes/tests/exams/papers, Entering grades, Assisting with SET's, and other duties as required.

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 Winter term period (Sept. 3 to Dec. 31)**. 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.

- Students must have previously taken the course (or equivalent) and passed with a minimum of 80 per cent (A-).
- GPA of at least 80.0 minimum.
- Applicants **MUST** have good communication/presentation skills.

Preferred Qualifications:

- Students with prior experience instructing in the lab/course for which they have applied.
- Experience with video recording and editing videos.

Application forms are available from the following webpage: www.uwindsor.ca/chemistry

Completed applications must be submitted via email to: Beth Kickham at bkickham@uwindsor.ca

For any questions please contact: bkickham@uwindsor.ca

Deadline for receiving applications: Monday, July 15th, 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: 07/02/2024