

DEPARTMENT OF CHEMISTRY & BIOCHEMISTRY
NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER TERM 2025

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Chemistry & Biochemistry invites applications for the following projected TA positions for Winter term 2025.

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

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

| <u>Course # and course name</u> | <u># of projected TA positions and # of hours per position</u> | <u>Duration of position</u> |
|---------------------------------------|--|-----------------------------|
| CHEM-1103 Topics in General Chemistry | 2 GA's at 50 hours EACH | Jan. 2 to Apr. 30, 2025 |
| CHEM-1110 General Chemistry II | 2 GA's at 50 hours EACH | Jan. 2 to Apr. 30, 2025 |

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

Projected duties are in accordance with article 14:03 and may include but are not limited to the following: Training, Orientation, Virtual and/or Face- to-Face 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 Online or In-person Lectures/Tutorials/Lab presentations, Consultation with Students, Management of Brightspace 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").

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, and even online classes may require on-campus face-to-face duties.

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as to report for all assigned duties, which may include both in-person/on-campus and remote/online duties.

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the CUPE4580 Collective Agreement.

To be eligible for a Teaching Assistantship you must be a registered undergraduate 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.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 of the CUPE 4580 Collective Agreement. 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 (Jan. 1st to April. 30).**

Required essential qualifications:

- 3rd year or above
- An overall GPA of 70% or above
- A grade of 75% or above in the course for which you are applying
- Competency with course content is required
- Good interpersonal, communication, and learning skills are required

Preferred qualifications:

- Previous experience instructing in a laboratory.

Application forms are available from the following webpage: [www/uwindsor.ca/chemistry](http://www.uwindsor.ca/chemistry). Completed applications must be submitted via email to: Beth Kickham, bkickham@uwindsor.ca. For any questions please contact: bkickham@uwindsor.ca

Deadline for receiving applications: 12/02/2024

<https://www.uwindsor.ca/graduate-studies/458/qata-contract-deadlines>

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: 11/26/2024