

## DEPARTMENT OF INTEGRATIVE BIOLOGY

### 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 Integrative Biology invites applications for GA positions for the **Fall term 2024**.

The total number of projected Graduate Assistantship positions for the Fall term 2024 is 49 GAs for a total of 6,860 hours. **All positions are subject to sufficient enrolment and final budgetary approval.**

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

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b># OF PROJECTED POSITIONS AND # OF HOURS PER POSITION</b>	<b>DURATION OF POSITION</b>
BIOL-1101 (Section 01 & 02)	Cell Biology	15 GAs of 140 hrs each = 2100 hrs	Sept. 3/24 - Dec. 31/24
BIOL-2040 (Section 1)	Human Physiology I	3 GAs of 140 hrs each = 420 hrs	Sept. 3/24 - Dec. 31/24
BIOL-2063 (Section 1)	Principles of Biological Anthropology	1 GA = 140 hrs	Sept. 3/24 – Dec. 31/24
BIOL-2080 (Section 1)	Economic Botany	2 GAs of 140 hrs each = 280 hrs	Sept. 3/24 - Dec. 31/24
BIOL-2101* (Section 1)	Ecology	7 GAs of 140 hrs each = 980 hrs	Sept. 3/24 – Dec. 31/24
BIOL-2111 (Section 1)	Genetics	8 GAs of 140 hrs each = 1120 hrs	Sept. 3/24 - Dec. 31/24
BIOL-2142 (Section 1)	Evolution	3 GAs of 140 hrs each = 420 hrs	Sept. 3/24 – Dec. 31/24
BIOL-3201* (Section 1)	Applied Entomology	1 GA = 140 hrs	Sept. 3/24 – Dec. 31/24
BIOL-3241 (Section 1)	Fishes and Fisheries	3 GAs = 140 hrs each = 420 hrs  <i>Occasional field trips may be required.</i>	Sept. 3/24 - Dec. 31/24
BIOL-3281 (Section 1)	Plant Ecology	1 GA = 140 hrs	Sept. 3/24 - Dec. 31/24
BIOL-4008-12	Microbial Ecology	1 GA = 140 hrs	Sept. 3/24 – Dec. 31/24
BIOL-4241 (Section 1)	Stream Ecology	2 GAs of 140 hrs each = 280 hrs	Sept. 3/24 – Dec. 31/24
BIOL-4270 (Section 1)	Conservation Biology	2 GAs = 140 hrs each = 280 hrs	Sept. 3/24 - Dec. 31/24

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\*\*:

- Setting up testing material on Brightspace, including manage grades, grading test and assignment submissions
- Interacting with students in the virtual environment through Brightspace in the role of a teaching or graduate assistant and/or interacting with students in a laboratory environment

\*\*Successful applicants who meet the required essential qualification but do not have prior Brightspace experience will be provided with the necessary Brightspace training required for completion of these 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 report for all assigned duties which may include both in person/on- campus and online duties.**

GA appointments will be offered to qualified applicants in accordance with the criteria specified in Article 12:03 of the Collective Agreement.

To be eligible for a Graduate Assistantship you must be a **registered full-time graduate student**:

- must be registered for the term of work at the time of hiring
- must maintain **full-time** 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 (September 3<sup>rd</sup> to December 31<sup>st</sup>)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

**REQUIRED ESSENTIAL QUALIFICATIONS:**

- Background in Biological Sciences (Ecology, Cell Molecular)
- Must have taken the course with a minimum of 80%
- Must have a GPA of at least 80%
- Ability to honor deadlines and work with the course instructor and co-workers to design questions for online assignments and testing and to mark assignments
- Must be available to attend courses/labs/exams at the specified times (as required by the instructor)
- For duties that are performed remotely, must have access to a computer with a reliable internet connection with video and audio capabilities; must be familiar with Brightspace and MS Teams or be able to acquire knowledge through training.

Application forms are available from the following webpage: [https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/ga\\_ta\\_application\\_fillable\\_form.pdf](https://www.uwindsor.ca/graduate-studies/sites/uwindsor.ca.graduate-studies/files/ga_ta_application_fillable_form.pdf)

Completed applications must be submitted via email to: **Roxana Moreira-Diaz** [BIOSCIGRAD@uwindsor.ca](mailto:BIOSCIGRAD@uwindsor.ca)

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

**DEADLINE FOR RECEIVING APPLICATIONS IS JUNE 14, 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: MAY 27, 2024**