

## School of Social Work

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

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

The total number of projected Graduate Assistantship positions for Fall term 2024 is 5 positions for 140 hours & 16 positions for 70 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 # &amp; Name</b>	<b>Course Time &amp; Location</b>	<b># of projected positions and hours per position</b>	<b>Expected GA Position Duties</b>	<b>GA Position Requirements- Required Skills/Experience</b>	<b>GA Contract Dates</b>
Communication Skills in Social Work Practice SWRK8504 Section 1	Monday 8:30AM-11:20AM  167 Ferry (Downtown) Room 307  In Person	. 5 GA position @ 70 hours	Role-playing standardized clients with students; grading examinations and papers	PhD Student	Sept. 5, 2024, to Dec. 31, 2024
Challenges in Health & Aging SWRK8631 Section 1	Wednesday 8:30AM-11:20AM  167 Ferry (Downtown) Room 116  In Person	. 5 GA position @ 70 hours	Grading examinations and papers	PhD Student	Sept. 5, 2024, to Dec. 31, 2024
Meeting Human Needs Through Social Welfare SWRK1170 Section 1	Tu/Th 2:30PM-3:50PM  Odette Building 104 (Main Campus)  In Person	1 GA position @ 140 hours	Proctoring, preparing and organizing curriculum materials; grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)	Interest in history, theory, policy of social welfare. Skills: Exam development and administration, experience keeping records using excel spreadsheets, willing to learn Brightspace learning platform	Sept. 5, 2024, to Dec. 31, 2024

<p>Research I: Foundations of Social Work Research SWRK3440 Section 1&amp;2</p>	<p><b>Section 1</b> Wednesday 8:30AM-11:20AM  167 Ferry (Downtown) Room 110  <b>Section 2</b> Wednesday 11:30AM-2:20PM  167 Ferry (Downtown) Room 110  In Person</p>	<p>1 GA position @ 140 hours</p>	<p>Proctoring, preparing and organizing curriculum materials; grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); literature review for course or program preparation</p>	<p>Familiarity with Brightspace. Must have taken this course previously</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>
<p>Integration Seminar I SWRK4300 Section 94</p>	<p>Thursday 8:30AM-11:20AM  Online</p>	<p>.5 GA position @ 70 hours</p>	<p>Administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); grading examinations and papers; preparing and organizing curriculum materials</p>	<p>Knowledge of BSW curriculum and ability to provide meaningful feedback to students on their assignments.</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>
<p>Social Work Research: Practice Evaluation SWRK8547 Section 1</p>	<p>Tuesday 1:00PM-3:50PM  167 Ferry (Downtown) Room 307  In Person</p>	<p>.5 GA position @ 70 hours</p>	<p>Preparing and organizing curriculum materials; grading examinations and papers; teaching or lecturing; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); literature review for course or program preparation; SPSS experience is appreciated, teach in person</p>	<p>Teaching/lecture/presentation skills and experience.</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>

<p>Issues &amp; Perspective in Social Welfare SWRK2040 Section 1</p>	<p>Monday 4:00PM-6:50PM</p> <p>Toldo Health Education Ctr Room 100</p> <p>(Main Campus)</p> <p>In Person</p>	<p>. 5 GA position @ 70 hours</p>	<p>Proctoring; class attendance, preparing and organizing curriculum materials; grading examinations and papers; teaching or lecturing; role-playing standardized clients with students; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); literature review for course or program preparation</p>	<p>Teaching/lecture/presentation skills</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>
<p>Social Work with Children SWRK3340 Section 1</p>	<p>Monday 2:30AM-3:50PM</p> <p>167 Ferry (Downtown) Room 306</p> <p>In Person</p>	<p>. 5 GA position @ 70 hours</p>	<p>Proctoring, preparing and organizing curriculum materials; grading examinations and papers; literature review for course or program preparation; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)</p>		<p>Sept. 5, 2024, to Dec. 31, 2024</p>
<p>Social Work Values, Ethics and Anti-Oppressive Practice SWRK8550 Section 1</p>	<p>Monday 1:00PM-3:50PM</p> <p>167 Ferry (Downtown) Room 103</p> <p>In Person</p>	<p>. 5 GA position @ 70 hours</p>	<p>Preparing and organizing curriculum materials; grading examinations and papers; teaching or lecturing; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, (office hours); literature review for course or program preparation, seeking qualified speakers for the course; Lecture</p>	<p>PhD student</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>

			online if the GA is out of town		
Theory/Practice of Social Work – Individuals SWRK3360 Section 1	<p><b>Section 1</b> Monday 11:30AM-2:20PM</p> <p>167 Ferry (Downtown) Room 101</p> <p>In Person</p>	.5 GA position @ 70 hours	<p>Proctoring, role-playing standardized clients with students; grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, teaching or lecturing; preparing and organizing curriculum materials, marking papers, administer make up quizzes, picking up and dropping off scantrons. Does not need to attend class or hold office hours but may need to be available periodically for student mentoring. Opportunity to teach a class if desired, but not required.</p>	Comfortable roleplaying as standardized client and evaluating students' skills and giving feedback. Knowledge using Teams to schedule and record interviews. Requires very good communication, coordination, time management, and organizational skills.	Sept. 5, 2024, to Dec. 31, 2024
Theory/Practice of Social Work – Individuals SWRK3360 Section 2	<p>Tuesday 11:30AM-2:20PM</p> <p>167 Ferry (Downtown) Room 101</p> <p>In Person</p>	.5 GA position @ 70 hours	<p>Proctoring, administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); role-playing standardized clients with students; teaching or lecturing; grading examinations and papers; preparing and organizing curriculum materials, marking papers, administer make up quizzes, picking up and dropping off scantrons. Does not need to attend class or hold office hours</p>	Comfortable roleplaying as standardized client and evaluating students' skills and giving feedback. Knowledge using Teams to schedule and record interviews. Requires very good communication, coordination, time management, and organizational skills.	Sept. 5, 2024, to Dec. 31, 2024

			but may need to be available periodically for student mentoring. Opportunity to teach a class if desired, but not required.		
Theory/Practice of Social Work – Individuals SWRK3360 Section 3	Thursday 2:30PM-5:20PM  167 Ferry (Downtown) Room 110  In Person	. 5 GA position @ 70 hours	Proctoring, preparing and organizing curriculum materials; grading examinations and papers; teaching or lecturing; role-playing standardized clients with students; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours) marking papers, administer make up quizzes, picking up and dropping off scantrons. Does not need to attend class or hold office hours but may need to be available periodically for student mentoring. Opportunity to teach a class if desired, but not required.	Comfortable roleplaying as standardized client and evaluating students' skills and giving feedback. Knowledge using Teams to schedule and record interviews. Requires very good communication, coordination, time management, and organizational skills.	Sept. 5, 2024, to Dec. 31, 2024
Social Work & Diversity SWRK2100 Section 1	Monday & Wednesday 8:30AM-9:50AM  Dillon Hall (Main Campus) Room 361  In Person	1 GA position @ 140 hours	Proctoring, class attendance, administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); literature review for course or program preparation; grading examinations and papers; teaching or lecturing	Good understanding of issues around social inequality and the life circumstances of underrepresented populations.	Sept. 5, 2024, to Dec. 31, 2024

<p>Comprehensive Social Policy Analysis SWRK8503 Section 1</p>	<p>Tuesday 8:30AM-11:20AM</p> <p>167 Ferry (Downtown) Room 103</p> <p>In Person</p>	<p>.5 GA position @ 70 hours</p>	<p>Class attendance, grading examinations and papers; teaching or lecturing; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)</p>	<p>Good understanding of the impact of the economic, political, cultural, and social forces on the lives and wellbeing of individuals, families, and organizations, and their policy implications.</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>
<p>Integration Seminar I SWRK4300 Section 92</p>	<p>Thursday 8:30AM-11:20AM</p> <p>Online</p>	<p>.5 GA position @ 70 hours</p>	<p>Class attendance, Preparing and organizing curriculum materials; grading examinations and papers; teaching or lecturing; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); literature review for course or program preparation, class attendance</p>	<p>Some clinical practice experience.</p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>
<p>Advanced Direct Social Work Practice SWRK8610 Section 1 and 2</p>	<p>Sect.1 Tuesday 1:00PM-3:50PM</p> <p>167 Ferry (Downtown) Room 103</p> <p>Sect.2 Friday 1:00PM-3:50PM</p> <p>167 Ferry (Downtown) Room 307</p> <p>In Person</p>	<p>1 GA position @ 140 hours</p>	<p>Class attendance for at least one of the two sections, preparing and organizing curriculum materials; grading examinations and papers; role-playing standardized clients with students; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)</p>	<p>Some clinical practice experience.</p> <p><b>The same GA will be hired for SWRK8610 Section 1&amp;2 for a total of 140 hrs</b></p>	<p>Sept. 5, 2024, to Dec. 31, 2024</p>

Social Work & Violence SWRK/WGST3470 Section 1	Wednesday 11:30AM-2:20PM  167 Ferry (Downtown) Room 101  In Person	.5 GA position @ 70 hours	Grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)	Prior experience and/or training in gender-based violence and/or prior coursework in WGST	Sept. 5, 2024, to Dec. 31, 2024
Statistics for Social Workers SWRK2000 Section 91	Online	1 GA position @ 140 hours	Grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)	Must have significant statistics and SPSS experience	Sept. 5, 2024, to Dec. 31, 2024
Challenges in Child Welfare SWRK8630 Section 1	Wednesday 8:30AM-11:20AM  167 Ferry (Downtown) Room 307  In Person	.5 GA position @ 70 hours	Class attendance, grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)	Child welfare knowledge preferred.	Sept. 5, 2024, to Dec. 31, 2024
Meeting Human Needs Through Social Welfare SWRK1170 Section 30	Monday 7:00PM-9:50PM  Toldo Health Education Ctr Room 202 (Main Campus)  In Person	.5 GA position @ 70 hours	Proctoring; class attendance; grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); facilitating small group discussions		Sept. 5, 2024, to Dec. 31, 2024
Theory/Practice of Social Work - Small Groups SWRK3370 Section 3	Th 8:30AM-11:20AM  167 Ferry (Downtown) Room 103  In Person	.5 GA position @ 70 hours	Grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); providing	- familiarity with SWRK Small Groups course - Familiarity with Brightspace - Experience grading reflections, exams, papers - comfortability with third- year students, able to be strengths-based and positive	Sept. 5, 2024, to Dec. 31, 2024

			constructive feedback to students regarding final role play		
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Refer to the timetable ([www.uwindsor.ca/registrar/timetable-information](http://www.uwindsor.ca/registrar/timetable-information)) for class and exam hours and location.

**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. 1<sup>st</sup> to Dec. 31<sup>st</sup>)**. Refer to Articles 12, 13, and 14 of the CUPE 4580 Collective Agreement for eligibility details.

Application forms are available from the following webpage: <https://www.uwindsor.ca/socialwork/418/graduate-assistantships>.

Please email questions to: *Elisabeth Bistrev (Social Work Graduate Secretary)* [gradsw@uwindsor.ca](mailto:gradsw@uwindsor.ca)

**Deadline for receiving applications: Monday July 22, 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: Friday July 12, 2024