

## School of Social Work

### NOTICE RE: GRADUATE ASSISTANT (GA) POSITIONS AVAILABLE FOR SUMMER 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 Summer term 2024.

The total number of projected Graduate Assistantship positions for Summer term 2024 is 1 position for 140 hours & 2 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 Summer 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>
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)	Knowledge of SPSS; basic quantitative analysis	May 1 <sup>st</sup> to June 30 <sup>th</sup>
Social Justice and Social Change  SWRK8521 Section 1	Tuesday 9:00AM-11:50AM 1:00PM-3:50PM  167 Ferry (Downtown) 306	.5 GA position @ 70 hours	preparing and organizing curriculum materials; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours); grading examinations and papers	PhD Student; previous experience in course is an asset  Student will GA for both SWRK8521 & SWRK8547	June 24 <sup>th</sup> to August 31 <sup>st</sup>
Social Work Research: Practice Evaluation  SWRK8547 Section 1	Friday 9:00AM-11:50AM 1:00PM-3:50PM  167 Ferry (Downtown) 306	.5 GA position @ 70 hours	grading examinations and papers; administrative responsibilities related to courses (i.e., sources and collating resources, inputting grades, office hours)	PhD student; excellent time management skills and demonstrated ability to successfully meet deadlines is highly desired  Student will GA for both SWRK8521 & SWRK8547	May 1 <sup>st</sup> to June 30 <sup>th</sup>

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 Summer term period (May 1<sup>st</sup> to August 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>. Completed applications must be submitted via email to: *Kaitlin Makish (Social Work Graduate Secretary)* [gradsw@uwindsor.ca](mailto:gradsw@uwindsor.ca)

**Deadline for receiving applications: Monday, March 18, 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, March 8, 2024