

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR WINTER 2018

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the **Centre for Executive and Professional Education** invites applications for TA positions for the **Winter 2018** term.

The following Business Communications course may utilize Teaching Assistants for **Winter 2018**:

<u>Course # and name</u>	<u>Class Times</u>	<u>Exam time</u>	<u># TA positions</u>	<u>hours per position</u>	<u>Duration of position</u>
Business Communications – Part Two (78-600-01/02)	1.Friday 9:00- 10:50 am 2.Friday 11:00- 12:50pm	TBD	1	100	Jan 15, 2018-- April 31, 2018

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

Eligibility requirements:

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

Essential Qualifications

- Graduate degree in Business, or related field, with an overall GPA of 80% or higher
- Strong communications skills including the ability to prepare, deliver and offer coaching for presentations
- Excellent writing skills, including the ability to detect and offer assistance with grammar, punctuation, organization and writing flaws
- Demonstrates effective evaluation skills on a writing evaluation task given at the interview
- Experience in working on tight deadlines and multi-tasking
- Ability to learn how to use a camera and manage the videotaping process while evaluating student presentations
- Ability to work effectively with individuals from diverse cultural backgrounds

Note that Teaching Assistants cannot be employed for more than 100 hours per semester total. 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 in the Winter semester.

Application forms are available online via the **Odette School of Business** website. **Candidates are encouraged to submit a cover letter as well as a detailed CV.**

Questions can be directed to: hermanr@uwindsor.ca

Odette School of Business
401 Sunset Ave. Windsor, Ontario N9B 3P4
519-253-3000, extension 4941

Deadline for receiving applications: **December 1, 2017** (4:00PM) or until positions are filled.

Date: Thursday November 16, 2017