

## Teaching Assistant Job Posting Form

**Department/School/Unit: Arts & Science Program**

**Bargaining Unit: CUPE 3906, Unit 1**

**Wage Rate:** Class B as per Schedule B of the current Canadian Union of Public Employees (CUPE) Collective Agreement, Local 3906, Unit 1

**Date of Posting:** 2 May 2023

**Department Contact:** Shelley Anderson, Academic Program Administrator, [anderso@mcmaster.ca](mailto:anderso@mcmaster.ca)

Course ID*	Course Title	# of TAs required	Term**	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
ARTSSCI 1A03	Practices of Knowledge	3	1	75 (+ 3 hours training)	70	TBA	Any or all of below

\* Not all courses will be assigned teaching assistants as such decisions are subject to budgetary and enrolment considerations. Required courses with tutorial sections receive priority consideration.

\*\* As defined by the applicable Undergraduate or Graduate calendar found at <https://academiccalendars.romcmaster.ca/>

### Anticipated Duties:

<b>L</b>	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	<b>P</b>	Preparation (Reading, Attending Lectures, Meeting with Instructor)
<b>S</b>	Student Consultation (Emails, Office Hours)	<b>I</b>	Invigilation
<b>G</b>	Grading (Marking, Entering Marks)	<b>O</b>	Other duties as assigned:

**Lecture/Laboratory/Tutorial Locations, Times and Days (if available):** Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at <http://registrar.mcmaster.ca/enrol/class-search/>.

**Please note:** "C" indicates core section, "L" indicates laboratory section, "T" indicates tutorial section, "D" indicates day, and "E" indicates evening.

<b>Skills, Qualifications, Abilities and Experience Required &amp; Preferred:</b>	Successful candidates will be current students in the Arts & Science Program who have successfully completed ARTSSCI 1A06 or ARTSSCI 1A03 with a strong understanding of the subject matter. Preference will be given to candidates with demonstrated skills in oral and written communication.
<b>Other Information***:</b>	

\*\*\*Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

### **For guarantee postings as per 13.02(g)(i):**

Written preferences may be submitted to: \_\_\_\_\_

Applications submitted to: \_\_\_\_\_

### **OR For additional postings as per 13.03(b):**

Application deadline: 4:30pm on 23 May 2023 \_\_\_\_\_

Applications submitted to: Dr. Beth Marquis, Director, Arts & Science Program, c/o Shelley Anderson, Academic Program Administrator

All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

**Please note:** those who have not, at the time of application, been assigned 260 hours of Teaching Assistantship(s) will be given priority consideration. Those who have already been assigned 260 hours of Teaching Assistantship(s) at the time of application may nevertheless apply. Once the preference noted above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position.