Teaching Assistant Job Posting

Department/School/Unit: GEOGRAPHY & EARTH SCIENCES
Bargaining Unit: CUPE 3906 Unit #1
Wage Rate: $24.99 per hour

Applications for this position will only be accepted from undergraduate students registered in a program in the School of Geography and Earth Sciences (SGES) and restricted ONLY to applicants NOT holding an Undergraduate Degree.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term*</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1G03</td>
<td>Earth and the Environment</td>
<td>3</td>
<td>Winter</td>
<td>130 + 3</td>
<td>400</td>
<td>Maureen Padden</td>
<td>L, S, G, P, I</td>
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</tbody>
</table>

* 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 http://registrar.mcmaster.ca/registered/publications.html and http://graduate.mcmaster.ca/graduate-calendar.

*** Full TA = 130 hrs. Half TA = 65 hrs.

Anticipated Duties:

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

Lecture/Laboratory/Tutorial Locations, Times and Days (if available): January 4 – April 26, 2018
Lectures: Tuesday, Wednesday, Friday 9:30 – 10:20 – LRW B1007

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/category/registration-classes/class-schedules-category-codes-and-additional-info/course-timetables/

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

Skills, Qualifications, Abilities and Experience – Required & Preferred: Prior experience with course material is preferred.

Skills, Qualifications, Abilities and Experience – Required & Preferred:

Please complete application, available at: Undergraduate TA Application or https://adobeformscentral.com/?f=6ZGez0DldKvnFTcAh7TQ

Applications must be submitted online. Note: you will be required to attach a copy of your degree audit.

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

Written preferences may be submitted to: N/A

For additional postings as per 13.03(b):

Applications submitted at:
https://adobeformscentral.com/?f=6ZGez0DldKvnFTcAh7TQ

School of Geography and Earth Sciences

Preferences must be submitted by 4:00pm on N/A

Application deadline: December 10, 2017 – 11:00pm

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 note above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position, but in order to accept such offer they must obtain and submit written approval to work such additional hours pursuant to section 2.4.3 of the SGS calendar in the case of graduate student applicants, and from the appropriate Department Chair in the case of undergraduate applicants.

c.c. CUPE Local 3906
Human Resources