

“PLEASE READ THE BELOW CAREFULLY”

Dear Student:

Applications for Teaching Assistants (tutor, lab demonstrator, POD and marker) positions for the Fall 2019 semester will open on Tuesday, July 9, 2019.

How to apply

You can apply for work assignments using the online TA Application System at:

https://fis.encs.concordia.ca/ta_hiring/

Please select work assignments that are of interest to you and that are scheduled at times when you are available. Note that you must be available for work from the start of the contract date to the end of the contract date.

The deadline for application is Wednesday, July 31, 2019, with the below exception:

- Mechanical, Industrial & Aerospace Engineering: Friday, July 19, 2019

Necessary Qualifications***1. COPTTA***

If you have not already done so in a past semester, you are required to complete the COPTTA English test taking place on Thursday, August 1, 2019; Wednesday, August 14, 2019; Friday, August 23, 2019; and Friday, August 30, 2019. Please consult with your Department for more details. **Note that it is important to attend scheduled COPTTA appointments; and to notify us if you have to cancel and reschedule.**

2. Health and Safety

To be qualified to hold a TA position as a tutorial leader or as a laboratory demonstrator, you must attend a one-hour Health and Safety workshop offered by GRADPROSKILLS if you have not already done so in a previous semester.

We are asking students to arrive 15 minutes prior to the workshop to give sufficient time to sign in. All workshops will begin on time. We remind students that GRADPROSKILLS is quite strict on punctuality; and if students do not show up on time or leave the workshop early, they are assumed to be absent and will be charged the non-attendance fee of \$25.

Returning International and Returning Canadian Students: The workshops are scheduled on **Tuesday, August 6, 2019; and Wednesday, August 28, 2019, from 1:45 p.m. to 3:00 p.m. in EV2.260.** Undergraduate Students can register with the Department. Graduate Students can register using the below link. Space is limited.

https://www.concordia.ca/students/gradproskills/workshops/details.html?subject_area=GPTK&catalog_number=715

Below is also the link to the registration instructions:

<https://www.concordia.ca/students/gradproskills/how-it-works/register-drop-workshop.html>

First-year International and First-year Canadian Students starting in Fall 2019: The workshop is scheduled for **Wednesday, September 4, 2019, from 1:45 p.m. to 3:00 p.m. in EV2.260.** **Note:** If you signed a TA Contract before the workshop date, the contract is **only** valid upon completion of the workshop.

If you are the selected candidate

If you are selected for a TA position then in August you will be notified by email of a formal “offer of employment”. You will be given five days to log in to your student portal at my.concordia.ca using your MyConcordia student Netname and Password to sign your workload form and your contact. You must also meet with your professor the first week of classes to discuss the workload form. You **must** have a social insurance number (SIN) to sign a contract.

Sincerely,

Dr. Marius Paraschivoiu
Associate Dean, Academic Affairs
Gina Cody School of Engineering & Computer Science