“PLEASE READ THE BELOW CAREFULLY”

Dear Student:

Applications for TA tutor, lab demonstrator and marker positions for the Winter semester will open on Thursday, November 1, 2018.

**How to apply**

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

[https://fis.encs.concordia.ca/ta_hiring/](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 Monday, November 19, 2018.

**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 Friday, November 9, 2018; Wednesday, November 14, 2018; Friday, November 23, 2018; and Wednesday, November 28, 2018. 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 workshop is scheduled on Wednesday, November 21, 2018; and Tuesday, December 4, 2018, from 2:00 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](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 Winter 2019:* The workshop is scheduled for **Tuesday, January 8, 2019, from 2:00 p.m. to 3:00 p.m. in EV3.309.** *Registration will tentatively open on Thursday, December 6, 2018.* **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 December you will be notified by email of a formal “offer of employment”. You will be given five days to come to reception at your department to signify your acceptance by signing the contract; and you must contact your professor 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