Dear Student:

Applications for Teaching Assistants (tutor, lab demonstrator, POD and marker) positions for the Fall 2020 semester will open on Monday, July 6, 2020, except Mechanical, Industrial & Aerospace Engineering will open on Monday, June 29, 2020.

Note: In the Gina Cody School, the maximum number of TA hours a student can work is 300 per fall term 2020.

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.

The deadline for application is Friday, July 24, 2020.

Necessary Qualifications

1. COPTTA

If you have not already done so in a past semester and if you are required to complete the COPTTA English test, the exact dates will be available in the near future. The COPTTA test will be via zoom. If you require an appointment, please contact Gail Morrissey at gail.morrissey@concordia.ca with your full name, student ID, e-mail and Concordia username. 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

Due to COVID-19 and fall courses now online, there will be no health and safety workshops offered at this time. Note that for any teaching assistants who will be returning to work on campus, they will be required to complete the return to campus training. This consists initially of viewing video and answering questions, which is estimated to take approximately 20-30 minutes maximum. On a weekly basis, there is a follow-up questionnaire, which will take approximately 1-2 minutes.

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 be in contact 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