Dear Student:

Applications for TA tutor, lab demonstrator and marker positions for the Summer semester will open on **Monday, March 16, 2020**.

**Note:** In the Gina Cody School of Engineering and Computer Science, the maximum number of TA hours a student can work in the summer term is 295 hours (145 hours in Summer 1; and 150 hours in Summer 2).

**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, April 3, 2020.**

**Necessary Qualifications**

**COPTTA**

Students who apply to be a teaching assistant in the Gina Cody School may be required to take the COPTTA and pass with a **score of 4 or higher**. The COPTTA does not include marker assignments. Please consult with your Department to determine if you are required to take the COPTTA and for the details on how to schedule a COPTTA appointment on either of the upcoming dates:

- Thursday, April 16, 2020
- Tuesday, April 21, 2020
- Monday, April 27, 2020
- Friday, May 8, 2020

**Note:** It is important to attend scheduled COPTTA appointments; and to notify us if you have to cancel and reschedule.
Health and Safety

To be qualified to hold a TA position as a tutorial leader or as a laboratory demonstrator, you must attend a 1.5-hour mandatory Health and Safety workshop offered by GRADPROSKILLS if you have not already done so in a previous semester. The workshops will take place as follows and space is limited:

<table>
<thead>
<tr>
<th>Time</th>
<th>Day/Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Returning International &amp; Returning Canadian Students</td>
<td>1:45 p.m. – 3:30 p.m.</td>
<td>Wednesday, April 29, 2020</td>
</tr>
<tr>
<td></td>
<td>1:45 p.m. – 3:30 p.m.</td>
<td>Wednesday, May 6, 2020</td>
</tr>
<tr>
<td>First-year International &amp; First-year Canadian Students starting in Summer 2020</td>
<td>1:45 p.m. – 3:30 p.m.</td>
<td>Wednesday, May 6, 2020</td>
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**Note:** If you signed a TA contract before attending this workshop on May 6th, the contract is **only** valid upon completion of the workshop.

Undergraduate students can register with the Department.

Graduate students can register using the below link.

[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](https://www.concordia.ca/students/gradproskills/how-it-works/register-drop-workshop.html)

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.

**If you are the selected candidate**

If you are selected for a TA position, you will be notified in April 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 contract. 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