

“PLEASE READ THE BELOW CAREFULLY”

Dear Students:

Applications for Teaching Assistants (tutor, lab demonstrator, POD and marker) positions for the winter 2021 semester will open on **Tuesday, October 20, 2020**, except **Computer Science and Software Engineering will open on Tuesday, October 27, 2020**.

To be eligible for an appointment as a Teaching Assistant/Marker, students are required to be enrolled in a credited program in the **same semester** that they are applying for Teaching Assistant/Marker assignments. Furthermore, students must be in good academic standing at the University, and not to have been found guilty of academic misconduct.

Note: In the Gina Cody School, except special circumstances, the maximum number of TA hours a student can work is 20 hours per week and 300 hours per winter term (subject to change).

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 **Tuesday, November 10, 2020**.

The deadline is **Tuesday, November 17, 2020** for Computer Science and Software Engineering.

Necessary Qualifications***1. COPTTA***

If you have not already done so in a past semester; and you are required to take the COPTTA English test, the test will be via zoom. Appointment is booked via moodle. Please contact Gail Morrissey at gail.morrissey@concordia.ca providing your student ID and 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

A Health & Safety Workshop will take place on Tuesday, December 15, 2020, from 2:00 p.m. to 3:30 p.m.

Graduate students please use the below link:

[GPTK715 - Gina Cody School's Health and Safety Workshop for TAs](#)

Undergraduate students please contact your department TA Coordinator providing your student ID and e-mail address. Department contact e-mails:

BCEE: tiberiu.aldea@concordia.ca

CES: mich@encs.concordia.ca

CSSE: nimalan@encs.concordia.ca

ECE: TA-Coordinator@ece.concordia.ca

MIAE: petre.tzenov@concordia.ca

Note that for any teaching assistants who will be returning to work on campus, they also 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. For updates due to COVID-19, please visit the Concordia website: <http://www.concordia.ca>

Another Health & Safety Workshop will be held in January 2021. More details to come.

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 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 be in contact with your professor the first week of classes to discuss the workload form. In particular, the TA markers should discuss with their course instructor and agree with the assigned duties and marking breakdown, in terms of hours, for each marking item. Furthermore, TAs and markers should log their hours each week during their contract period.

Students living in Canada **must** have a social insurance number (SIN) and a Canadian bank account to sign a TA or marker contract.