

Appendix 'C'
Assistantship Job Posting
Criteria - Unit 1

In order to provide consistency, all online postings shall contain the following information:

- Department/School
- Department number
- Bargaining Unit
- Course information
- Course name and number
- Projected class enrolment
- Type of Work Assignment (i.e. UTA, GTA, GSA-1)
- Semester/s of appointment
- Period of the Work Assignment
- The number of jobs & load of each job available (appropriate loads are 0.5, .75, 1.0 or higher except for unusual circumstances as per 10.01 (b))
- Wage rate per hour & total
- The anticipated duties/responsibilities for the Work Assignment (see list below)
- The days and times required
- 'Required' and 'Preferred' qualifications
- The application deadline
- Hiring contact information, including a posting email contact
- The status of the posting
- The employment equity statement

Anticipated duties/responsibilities

- | | | | |
|-----------------------------------|--------------------------|--|--------------------------|
| • Orientation/Training | <input type="checkbox"/> | • Office Hours | <input type="checkbox"/> |
| • Preparation | <input type="checkbox"/> | • Student Consultation | <input type="checkbox"/> |
| • Attending Lectures | <input type="checkbox"/> | • Email Correspondence/Monitoring | <input type="checkbox"/> |
| • Conducting Labs/Seminars | <input type="checkbox"/> | • Meetings | <input type="checkbox"/> |
| • Invigilating Exams | <input type="checkbox"/> | • Supervising Field Trips | <input type="checkbox"/> |
| • Grading | <input type="checkbox"/> | • Other Duties (Specify) | <input type="checkbox"/> |

These jobs are unionized with CUPE 3913 and their terms and conditions of work are covered by the Collective Agreement between the University and CUPE 3913.