

Applying for a TA Work Assignment ...

Applying for a TA Work Assignment

Who can apply? Any user with an active U of G account.

University of Guelph students will be able to log in with their Central ID and password and apply for any Teaching Assistant work assignment that is viewable in the system. The system will send a confirmation email to the applicant, indicating that their application has been accepted and processed.

COMPLETING AN APPLICATION ONLINE

Step 1: Go to http://www.uoguelph.ca/sessional_ta/ and choose **Teaching Assistant** from the orange menu bar. This option will display all the teaching work assignments available in the university at the moment.



The screenshot shows the top navigation bar of the University of Guelph website. The left side features the University of Guelph logo and the tagline "CHANGING LIVES IMPROVING LIFE". The main header area is dark red and contains the text "TA and Lecturer Recruitment" and "Campus Work Assignments and Application Process". To the right of the header is a search bar with a magnifying glass icon and a "search:" label, with buttons for "Web", "Directory", and "Library". Below the header is an orange navigation bar with the following links: "Home", "Teaching Assistant", "Sessional Lecturer", and "FAQ". The "Teaching Assistant" link is circled in red. A "Login" link is also visible in the top right corner of the header area.

Applying for a TA work assignment

Step 2: View list of available opportunities and choose **Apply**

The screenshot shows the 'TA and Lecturer Recruitment' page on the University of Guelph website. The page title is 'Teaching Assistant Work Assignments'. It features a search bar at the top right and a 'Login' button. Below the title, there are two main search filters: 'Department/School' (a dropdown menu) and 'Course' (a text input field). A 'Search' button is located below the 'Course' field. A table of available assignments is displayed below the filters, with columns for 'Job ID', 'Department', 'Course', 'Deadline', and 'Apply'. The table lists two assignments: one for 'Family Relation and Applied Nutrition' and another for 'Geography'. Callouts provide instructions on how to use the search filters and how to apply for a position.

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CHANGING LIVES IMPROVING LIFE

TA and Lecturer Recruitment

Campus Work Assignments and Application Process

search: Web Directory Library

Login

Teaching Assistant Work Assignments

Select the Department and Course of the Work Assignment of your preference

Department/School

- Business
- Computing and Information Sciences
- Family Relation and Applied Nutrition
- Geography
- Guelph Humber
- Integrative Biology
- Pathobiology
- Physics

Course

Search

UTA Assignments
GTA Assignments
Apply (Login first)

Go to application form (you will be prompted to login)

Job ID	Department	Course	Deadline	Apply
1. TA648	Family Relation and Applied Nutrition	Nutrition in the Community	05-10-2010 11:06 am	<input checked="" type="checkbox"/>
22	Geography	Data Collection for the Future Generations	05-19-2010 02:33 pm	<input checked="" type="checkbox"/>

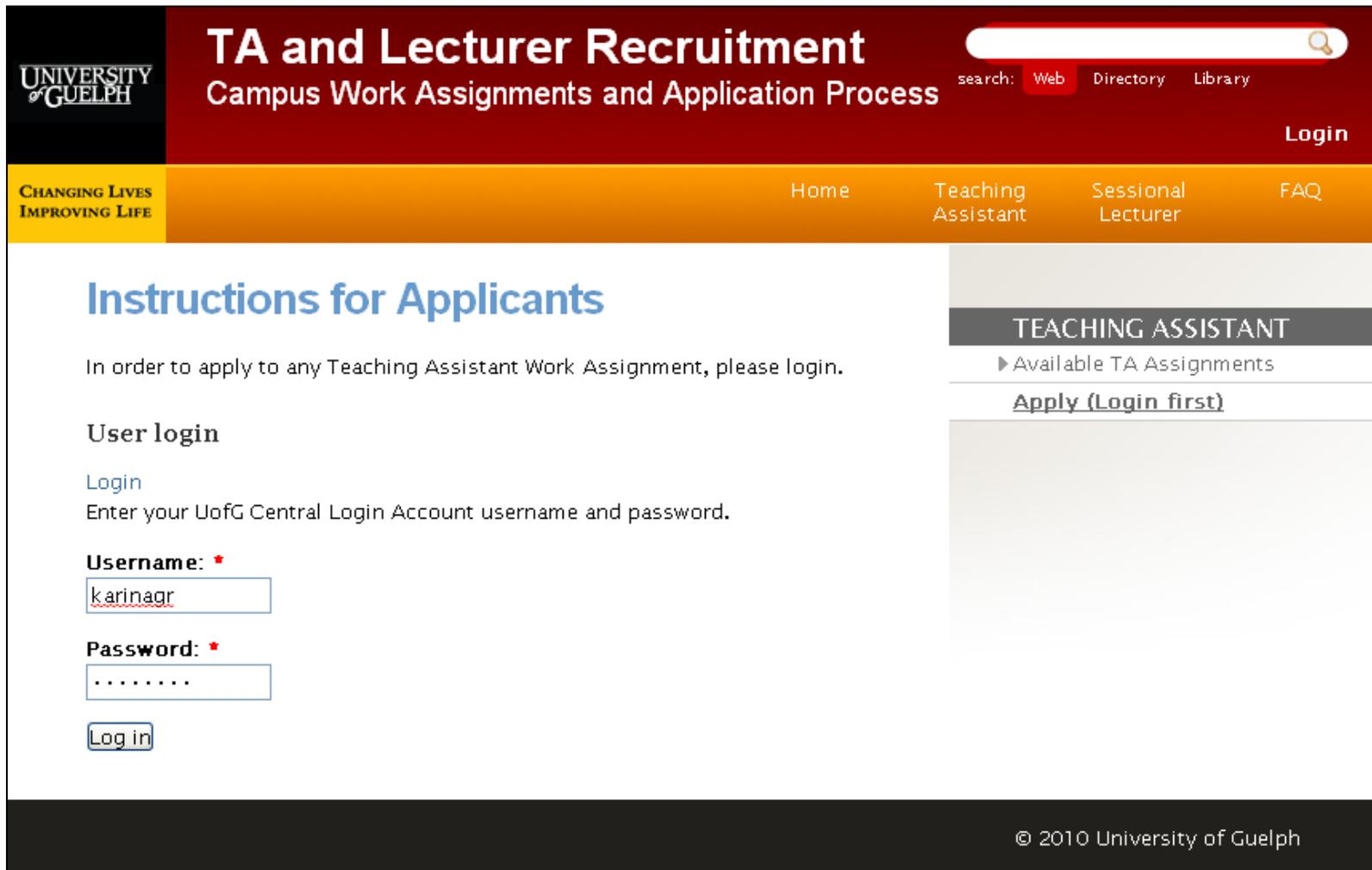
View detailed information about a specific position

Go to application form (you will be prompted to login)

Available Teaching Assistant Work Assignments

Applying for a TA work assignment

Step 3: Enter your Central Login ID and password



The screenshot shows the 'TA and Lecturer Recruitment' page on the University of Guelph website. The page has a dark red header with the university logo on the left and a search bar on the right. Below the header is a yellow navigation bar with links for Home, Teaching Assistant, Sessional Lecturer, and FAQ. The main content area is white and features a blue heading 'Instructions for Applicants'. Below this heading, there is a paragraph of text and a 'User login' section. The login section includes a 'Login' link, a brief instruction, and two input fields: 'Username' with the value 'karinagr' and 'Password' with masked characters. A 'Log in' button is located below the password field. On the right side of the page, there is a grey sidebar with a dark grey header 'TEACHING ASSISTANT' and a link 'Apply (Login first)'. The footer is black with white text indicating the copyright year 2010.

UNIVERSITY OF GUELPH

TA and Lecturer Recruitment

Campus Work Assignments and Application Process

search: [Web](#) [Directory](#) [Library](#)

[Login](#)

CHANGING LIVES
IMPROVING LIFE

[Home](#) [Teaching Assistant](#) [Sessional Lecturer](#) [FAQ](#)

Instructions for Applicants

In order to apply to any Teaching Assistant Work Assignment, please login.

User login

[Login](#)

Enter your UofG Central Login Account username and password.

Username: *

Password: *

TEACHING ASSISTANT

[▶ Available TA Assignments](#)

[Apply \(Login first\)](#)

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Applying for a TA work assignment

Step 4: Complete the application form

The screenshot shows the 'Create TA Application' page on the University of Guelph website. The page header includes the University of Guelph logo, the title 'TA and Lecturer Recruitment Campus Work Assignments and Application Process', a search bar, and navigation links for 'Home', 'Teaching Assistant', 'Sessional Lecturer', 'My Posting Inbox', 'Help', and 'FAQ'. A 'Logout' link is also present. The main content area is titled 'Create TA Application' and features the CUPE 3913 logo. A 'TEACHING ASSISTANT' dropdown menu is set to 'Available TA Assignments'. The form contains several fields, some marked with a red asterisk to indicate they are required. Three yellow callout boxes provide additional information: one points to the asterisks, another points to the 'First Name' and 'Last Name' fields, and a third points to the 'Email' field.

Remember to fill in all the fields that have the red asterisks. Those are required fields.

Your first and last name are pulled from the University of Guelph Directory

Your email address is pulled from the University of Guelph Directory

Please enter your personal information to complete this application. After your submitting you will receive a confirmation email.

First Name: *
Karina

Last Name: *
Gonzales Ramos

Contact Information

Address Line 1: *
25 Ervin Crescent

Address Line 2:

City/Town: *
Guelph

Province: *
ON

Postal Code: *
N1G3K6

Phone Number: *
519 555 4444
Preferred number. Example:(519) xxx-xxxx

Alternate phone number :

Email: *
karinagr@uoguelph.ca
This email will be used for notices and confirmations related with this application.

Applying for a TA work assignment

Step 4 (cont'd): Select your preferred assignments

Course/Work Assignment Preferences

Select the Assignment of Interest. Use the tab key to move from field to field.

1st Preference: *

ta

Pl^eTA648 Family Relation and Applied Nutrition - FRAN*6510

Pr^eTA692 Geography - CIS*10001

2nd Preference:

3rd Preference:

4th Preference:

Do you wish to be considered for all other assignments by the department(s) identified above for this semester?: *

Yes

No

Every posting is assigned a specific Job ID. When the student enters "TA", all available work assignments will appear in a drop-down menu.

Selecting "yes" for this option indicates that the applicant wishes to be considered for other work assignments not listed as a preference. The application is then saved and accessible to all departments to which the candidate has applied.

Applying for a TA Work Assignment

Step 4 (cont'd): Enter information about your qualifications and experience

Preferred Level of Appointment: *

1.0 (140 hours) ▾

Total Seniority Points (Please list points from all Departments worked in):

Prior Teaching Experience/Qualifications: *

Additional Experience/Qualifications:

Resume

Resume Attached?: *

Yes ▾

Resume File:

No file chosen

Maximum Filesize: 20 MB
Allowed Extensions: txt docx doc pdf

Please attach your resumme

How are seniority points accrued?

Employees (specifically, sessional instructors and GTAs) earn one seniority point per work assignment.

- One seniority point is earned per semester of service on the CUPE 3913 Executive.
- GTA and Sessional seniority points are accrued separately.
- If an employee resigns or is dismissed from a work assignment, no seniority point is accrued.
- It is the employee's responsibility to provide, on the application form, an accurate listing of all seniority points earned from all departments across campus.

The system allows txt, docx, doc and pdf files.

If you select "Yes", you must upload a resume file

Applying for a TA Work Assignment

Step 5: Preview your application (if desired) and choose **Submit & Print**

Agreement

Statement:
When you save this application a copy of your application will be sent to each relevant department. An email has been sent to your email address indicating next steps. Please ensure you review these instructions in your email.

By signifying your agreement and saving this form you certify that the information it contains is accurate for the purposes of allowing the University to assess your suitability for employment. You also agree that the University may use the information you submit to assess your suitability for employment (including by contacting any references you have identified) and to administer your employment should you be hired. After you have submitted your application please see your email for additional instructions.

Application Date: *

Format: 06/01/2010 Format: 14:33

Agreement: *

Select "I agree"

Full Name: *

Enter your full name. Your first and last name are pulled from the University of Guelph Directory

- [Printer, e-mail and PDF versions](#)

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Applying for a TA work assignment

Step 6: To print a hard copy of your application, select **Printer-friendly version** at the bottom of this screen.

TA Application of Karina Gonzales Ramos

First Name: Karina
Last Name: Gonzales Ramos

Contact Information

Address Line 1: 25 Ervin Crescent
City/Town: Guelph
Province: ON
Postal Code: N1G3K6
Phone Number: 519 555 444
Email: karinagr@uoguelph.ca

Course/Work Assignment Preferences

1st Preference: [TA648 Family Relation and Applied Nutrition – FRAN*6510](#)
2nd Preference: [TA692 Geography – CIS*10001](#)

Do you wish to be considered for all other assignments by the department(s) identified above for this semester?: No

Preferred Level of Appointment: 0.75 (105 hours)
Prior Teaching Experience/Qualifications:
CAPM Certification Knowledge of French and Spanish

Resume

Resume Attached?: Yes
Resume File:
[CV KARINA.pdf](#)

Agreement

Application Date: 06-01-2010 03:58 pm
Agreement: I agree
Full Name: Karina Gonzales Ramos

[Printer-friendly version](#)

Applying for a TA Work Assignment

[Home](#) > TA Application of Karina Gonzales Ramos



Click here to print
your application

print

TA Application of Karina Gonzales Ramos

First Name: Karina

Last Name: Gonzales Ramos

Contact Information

Address Line 1: 25 Ervin Crescent

City/Town: Guelph

Province: ON

Postal Code: N1G3K6

Phone Number: 519 555 444

Email: karinagr@uoguelph.ca

Course/Work Assignment Preferences

1st Preference: [TA648 Family Relation and Applied Nutrition - FRAN*6510](#) [1]

2nd Preference: [TA692 Geography - CIS*10001](#) [1]

Do you wish to be considered for all other assignments by the department(s) identified above for this semester?: No

Preferred Level of Appointment: 0.75 (105 hours)

Prior Teaching Experience/Qualifications:

CAPM Certification Knowledge of French and Spanish

Resume

Resume Attached?: Yes

Resume File:

[CV KARINA.pdf](#) [1]

Agreement

Application Date: 06-01-2010 03:58 pm

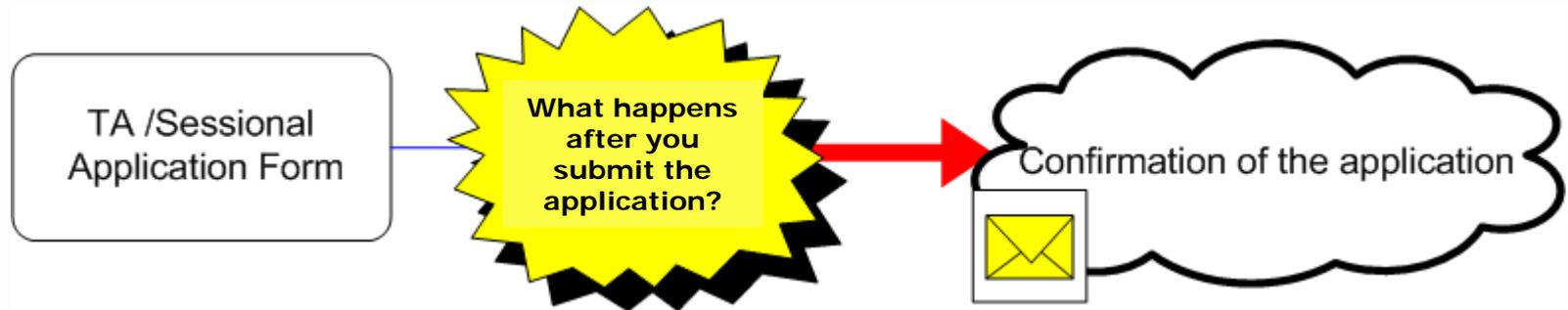
Agreement: I agree

Full Name: Karina Gonzales Ramos

Source URL: http://dev.web.uoguelph.ca/sessional_ta/tajobapp/ta-application-karina-gonzales-ramos-0

TA application notifications

Once the application is submitted the system will send a confirmation email to the applicant, indicating that their application has been accepted and processed.



TA application notifications to Department Administrators

Every Friday the system will send a notification to the owners of TA Work Assignments informing them that applications relating to their posting(s) have been received.

