

How to Recruit Graduate Teaching Assistants

Step 1:

Complete the 'Graduate Teaching Assistant Request Form'. Once the form has been completed and signed by the Program Chair, please submit the form to Human Resources via email (GraduateTARecruit@unbc.ca) or in person. Human Resources will use the information provided in the request form to create the competition file and online posting.

Step 2:

Positions will be posted normally for 7 business days. Once the posting has closed a Human Resources Assistant will email the course supervisor or designate the applicants, or if requested, they can come to HR with a usb-stick to upload the applicants. (Please note that effective September 2020, we will move away from usb-sticks and integrate a share-point site).

Step 3:

The program representative (i.e., Program Chair, SLI, or other designate) will review the applicants, and inform Human Resources who they would like to hire as their Graduate Teaching Assistant.

Step 4:

Human Resources will draft the Graduate Teaching Assistantship contract based on the details provided on the 'Graduate Teaching Assistant Request Form'. Once the offer letter has been completed, it will be sent to the Dean for signing and then emailed to the candidate with the course instructor or designate copied. Once a signed offer letter has been returned, Human Resources will notify the course supervisor.

Step 5:

The course supervisor must meet with their newly hired Graduate Teaching Assistant and complete the 'Graduate Teaching Assistant Workload Agreement'. Once the Workload Agreement has been completed and signed, a copy must be sent back to Human Resources.

Step 6:

Now that all of the necessary steps have been completed, the newly hired Graduate Teaching Assistant is ready to begin work.