

“PLEASE READ THE BELOW CAREFULLY”

Dear Students:

Applications for Teaching Assistants (tutor, lab demonstrator, POD and marker) positions for the summer 2024 term will open on **Monday, March 11, 2024**.

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.

International Students should refer to the below website for important information in regards to working while studying in Canada or contact Concordia’s International Students Office <https://www.concordia.ca/students/international.html>:

<https://www.cic.gc.ca/english/helpcentre/questions-answers-by-topic.asp?st=15.3>

Note: In the Gina Cody School (GCS), except special circumstances, the maximum number of TA hours a student can work is 20 hours per week and 280 hours per the full summer term (subject to change).

How to apply

Using a GCS username and password, you can apply for work assignments using the online TA Application System at:

<https://fis.encs.concordia.ca/taas/Action/pLogin.mvc>

You **must** be connected to Concordia’s VPN in order to be able to log into TAAS.

If you do not have a GCS account, please contact help@concordia.ca

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, April 2, 2024**.

Necessary Qualifications***Health & Safety, Security and Ethics Training***

If you have not already done so in a past semester, you must successfully complete the one-time mandatory Health & Safety, Security and Ethics Training. To register, use the below link:

<https://www.concordia.ca/campus-life/safety/training.html#calendar>

You click on the Moodle - TA Orientation - Health & Safety, Security & Ethics Training; and complete the form. The TA Orientation (Training) will appear in your moodle. You do the training on your own; and you answer all the questions correctly in the 3 quizzes to be considered as successfully having completed the training.

Please consult the below link for continuous COVID-19 updates:

<https://www.concordia.ca/coronavirus.html>

If you are the selected candidate

If you are selected for a TA position, in April you will be notified by email of a formal “offer of employment”. You will be given five days to log into FRIS <https://fris.concordia.ca/> as an employee 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); a Canadian bank account; and a valid study permit if an international student to sign a TA or marker contract.

Sincerely,

Dr. Hoi Dick Ng
Associate Dean, Academic Affairs
Gina Cody School of Engineering & Computer Science