

MATERIALS ENGINEERING

309-6350 STORES ROAD

VANCOUVER, BC V6T 1A4

Tel: +1.604.822.4878

Fax: +1.604.822.3619

Web: http://www.mtrl.ubc.ca/

Requirements

• Competence in the subject material.

• Adequate oral and written English communication skills.

• In good standing with UBC.

• Understanding of and compliance with APSC or Department safety regulations.

• Approval of course instructor.

• Approval of supervisor (in some cases).

Duties

Please contact the individual course instructors for specific details but generally the duties can include: preparation of labs; conducting labs and/or tutorial sessions; marking of assignments and/or quizzes; invigilation of exams.

Hours & Pay

Hours and Rates are established by contract between U.B.C. and the T.A. Union (CUPE 2278).

The majority of Appointments are 2/4 hours per week = 32/64 hours per term, however, actual appointments may vary. Exam invigilation is included in the appointment.

Stipends for September 2019 are:

PhD GTA1 $32.53 per hour

MASc GTA2 $31.30 per hour

Marker $14.98 per hour

***Eligible students have until May 24 to submit an application.***

Departmental offers of appointment will be made to the student, in writing, no later than June 14. Applicants will then have ten days to either accept or decline the offer. Students are members of the Bargaining Unit (CUPE Local 2278) from the time that they are appointed.

*"UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply".*

Completed applications should be submitted via email by May 24 to Michelle Tierney, [mtierney@apsc.ubc.ca](mailto:mtierney@apsc.ubc.ca) . Applicants who have already been Teaching Assistants at UBC (CUPE 2278 Members) need only to submit the Application form.

**New Applicants should submit a Three Part Application:**

**Part 1:** A complete Application Form (this document).  
**Part 2:** A copy of current Curriculum Vitae (CV) indicating your academic and employment experience. **Part 3:** A cover letter discussing your relevant experience and qualifications (maximum 500 words).

Applicants will be contacted with further details regarding the interviews in May/June.  
Applicants must be full-time graduate students currently registered in the department’s MASc or PhD programs. Priority for Teaching Assistant appointments will be given to Master students who have not exceeded two teaching years and to Ph.D. students who have not exceeded four teaching years.

Although the precise duties will vary depending on the course for which an appointment is made, in general they will include.

**Laboratory Assistant –** assisting in supervision of laboratory experiments, marking of the laboratory reports.

**Tutorial Assistant –** assisting in or taking charge of tutorial sessions, marking of assignments, preparing or written solutions, reviewing of assignments with undergraduates

**Marking** – marking of assignments.

**Invigilation of Exams** – As required.

**Training (Mandatory)** - New TAs and returning TAs who have not participated in the Faculty of Applied Science TA training program must participate in training. The training is designed to help ensure that TAs are as successful as possible in their roles.

Be advised that Teaching Assistants at The University of British Columbia (UBC) are represented by the Canadian Union Of Public Employees Local 2278 (CUPE2278) and that a Collective Agreement between UBC and CUPE2278 is in effect.

**Part 1: Application Form**  
Biographic Information  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UBC Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UBC Employee No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if known)

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Information

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program MASC/ PHD (circle one)

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you had any official leaves of absence during your program? If so, please provide dates.

From: \_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Capabilities and Preferences**

List the courses you are interested in and *qualified* to TA - in order of preference, up to 6.

Please ensure you are qualified to TA the course

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preferences** | **Course Number** | **½ TA or ¼ TA** | **Term 1 or**  **Term 2** | **Were you the TA last year** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

For each course, please indicate why you are qualified to TA the course. You can use word wrap to use more than one line. List relevant courses taken, all previous TA positions held in the department and outside the department relevant to courses you are interested in and any other additional information you feel is relevant

|  |  |  |
| --- | --- | --- |
|  | **Courses to T.A.** | **QUALIFICATIONS – PRIOR TA POSITIONS, RELEVANT COURSES COMPLETED ETC.** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

Please see http://www.students.ubc.ca/calendar/courses.cfm for detailed descriptions of the courses.

**Assertion of Completion and Accuracy**

By signing, I assert that the information that I have entered into this form is complete and accurate.

Name: Date:

**New Applicants only**

**Part 2 –** Cover letter:

Please attach a cover letter highlighting your skills and experience that are relevant to the duties of a Teaching Assistant (maximum 300 words).

**Part 2 –** Curriculum Vitae:

Please attach a current Curriculum Vitae (CV) indicating your academic and employment experience.

***"UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply".***