Applying for a TA Work Assignment
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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.
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**Step 2:** View list of available opportunities and choose Apply

- **View detailed information about a specific position**
- **Entering a keyword in the Course field and then choosing Search will show all available TA opportunities for courses with that particular word in their name**
- **Use the Search option to limit results shown to a specific department and/or course. You can choose a department from the Department/School menu, enter a course name, or both**
- **Go to application form (you will be prompted to login)**
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**Step 3:** Enter your Central Login ID and password

**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:** karinaag

Password:**

Login
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Step 4: Complete the application form

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.
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Step 4 (cont’d): Select your preferred assignments

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

- Preferred Level of Appointment: 1.0 (full-time)
- Total Seniority Points (Please list points from all Departments worked in):
- Prior Teaching Experience/Qualifications:
- Additional Experience/Qualifications:

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

Select "I agree"

Your first and last name are pulled from the University of Guelph Directory
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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: N1G 3K6
Phone Number: 519 555 444
Email: karinagm@uoguelph.ca

Course/Work Assignment Preferences
2nd Preference: TA692 Geography – GIS*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
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TA Application of Karina Gonzales Ramos

First Name: Karina
Last Name: Gonzales Ramos

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 Attached?: Yes
Resume File: CV_KARINA.pdf

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

Source URL: http://dev.web.uoguelph.ca/kassional_ta/hub/app/ta-application-karina-gonzales-ramos(1)
Once the application is submitted, the system will send a confirmation email to the applicant, indicating that their application has been accepted and processed.
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.