How to Apply on a Graduate Teaching Assistantship

Step 1:

All available positions will be posted online (www.unbc.ca/career-opportunities/current-graduate-teaching-assistantship-postings) and outside Human Resources on the HR Job Board. Please use either option to find a list of all available positions for all five faculties, Faculty of Business and Economics (FBE), Faculty of Science and Engineering (FSE), Faculty of Environment (FOE), Faculty of Human and Health Sciences (FHHS), and Faculty of Indigenous Studies, Social Sciences and Humanities (FISSSH). **Please note:** All required forms can be found online as well at the bottom of the webpage under 'Resources'.

Step 2:

Once you have identified all of the positions you are interested in, complete and submit a 'Graduate Teaching Assistantship Application Form' to Human Resources either in person or via email (GraduateTARecruit@unbc.ca). If you are applying for multiple courses under the same subject (i.e., Biology) then only one application form is required. However, please mark all course numbers you are wanting to apply for on your 'Graduate Teaching Assistantship Application Form'. Please submit your CV with your application.

Step 3:

If you are the successful applicant, Human Resources will reach out to you with an offer letter and new hire package.

Step 4:

If you choose to accept the Graduate Teaching Assistantship, sign and return the offer letter (including all necessary employment forms found in the hire package) to Human Resources. All documents can be emailed back.

Step 5:

Once the signed offer letter and completed employment forms have been received by Human Resources, your course supervisor will reach out to you in order to complete a 'Graduate Teaching Assistantship Workload Agreement'. Once the workload agreement has been completed, a signed copy is to be sent to Human Resources, and you are able to begin work.