

## Graduate Teaching Assistant Request Form

Please download a copy of this form prior to completing

Please complete the fields below and return the signed form to the Human Resources Department, via email: [graduateTArecruit@unbc.ca](mailto:graduateTArecruit@unbc.ca).

Additional resources can be found on the Graduate TA Postings webpage: <https://www.unbc.ca/career-opportunities/current-graduate-teaching-assistantship-postings>.

Start Date to End Date:	Alternate Dates: Extenuating Circumstances Only
Course Supervisor:	Org and Fund:
Hiring Designate (if different from course supervisor):	Course Title and Number:
Number of Positions:	Hours per Contract Term (total per contract):

Provide a brief description of the required duties (suggested length: 150 words):

As a guide normal duties can include, but are not limited to: remote instruction preparation, lecture/tutorial preparation, lecture/tutorial delivery, assignment preparation, syllabus preparation, laboratory preparation/instruction/clean up, field laboratory supervision, attendance at course supervisor's lectures, attendance at GTA meetings, exam invigilation, office hours, out of class student support, email monitoring, and course administrative duties.

Chair Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Title: \_\_\_\_\_

## Graduate Teaching Assistant Salary and Budget Calculator

Please enter the start date, end date and total contract hours. The remaining fields will autopopulate. A copy of this form should be included with the submission of your TA Request form. Questions can be sent to: [graduateTAreruit@unbc.ca](mailto:graduateTAreruit@unbc.ca)

**\*Start Date:**

**End Date:**

**\*\* Total Contract Hours:**

**Total Number of Work Days:**

**Rate of Pay:**

Effective July 1, 2024 to  
June 30, 2025

**Total Number of Weeks:**

**\*\*\*Contract Salary:**

**Total Number of Pay Periods:**

**Average Hours Per Week:**

**Vacation Pay (6%):**

**Total Gross Salary:**

**Total Contract Cost:**

**CPP (5.95%):**

**Total Budget Required:**

**EI (2.324%):**

**EHT (1.95%)**

**WCB (0.40%):**