



Office of the Chair
Department of Humanities
University of Toronto Scarborough

CONTINUOUSLY-POSTED NOTICE

FILLING SESSIONAL INSTRUCTIONAL ASSISTANT POSITIONS UNDER THE CUPE 3902 UNIT 3 COLLECTIVE AGREEMENT

HOW TO SUBMIT AN APPLICATION

The Department of Humanities may hire Sessional Instructional Assistants to assist in the delivery of some of its undergraduate courses. Specific courses will be posted on the Humanities Department website at <http://www.utsc.utoronto.ca/%7Ehumdiv/Employment/index.html>, and on our Departmental bulletin board beside Room H525A. To be considered for a position in a Humanities course, an application must be submitted to:

Milene Neves, Undergraduate Administrative Assistant
Department of Humanities, University of Toronto Scarborough
1265 Military Trail, Toronto, M1C 1A4
Fax: 416-287-7116
Email: hum-sia-application@utsc.utoronto.ca

All applicants must submit:

1. A CUPE Application Form, available at: <http://www.utoronto.ca/hrhome/unit3applicationformat.doc>
2. A CV of no more than 3 pages.

A valid email address is required. We prefer that applications and CVs be submitted via email.

GENERAL INFORMATION

Generally speaking, we expect to make decisions in late August or early September for Fall and Winter courses; and in late April or early May for Spring and Summer session courses. However, some decisions may be made earlier or later than these time frames, depending on circumstances. Unexpected vacancies may arise at any time.

Applications will be retained for twelve (12) months. Persons who submit applications and CVs will receive emailed job postings for specific positions for the subsequent twelve (12) months. This notice is posted pursuant to the CUPE Local 3902 Unit 3 Collective Agreement. Please note that in accordance with that Agreement, preference in hiring is given to students enrolled in the School of Graduate Studies of the University of Toronto or prospective graduate students who have made application to be so enrolled, in accordance with the provisions of Article 14:03 (a) of the CUPE Local 3901, Unit 1 Collective Agreement.