



TA Job Application – Students

To facilitate the hiring process of Teaching Assistants (TA), the Faculty of Forestry’s Teaching and Learning Support team has developed an application portal which allows prospective candidates to view postings, apply to available positions, manage their TA applications, and accept an offer using a single account.

Note: Please only use a PC or Desktop computer when accessing the TA portal. For security reasons, the Forestry TA website requires a UBC VPN connection for anyone trying to access the site. For steps on how to do this, please visit [this site](#).

Different types of positions will be available through the portal.

Type of Position
<p>To facilitate the hiring process of the Teaching Assistant (TA), the Faculty of Forestry’s Teaching and Learning Support team has developed an application portal which allows for:</p> <ul style="list-style-type: none">▪ Senior Teaching Assistant (STA) – Graduate student who is registered in a Master’s or Doctoral program at the University of British Columbia and is required by the University to perform lead hand duties as a Teaching Assistant. These duties typically include coordinating other Teaching Assistants and providing guidance, technical knowledge, and subject matter expertise to other Teaching Assistants, and/or developing curriculum under the guidance of a faculty member.▪ Graduate Teaching Assistant I (GTA 1) – Graduate student who is registered at the University of British Columbia in a Master’s or Doctoral degree program who has completed two (2) years’ service as a graduate student teaching assistant.▪ Graduate Teaching Assistant II (GTA 2) – Graduate who is registered at the University of British Columbia in a Master’s or Doctoral degree program who has less than two (2) years’ service as a graduate student teaching assistant.▪ Undergraduate Teaching Assistant I (UTA 1) – Undergraduate student who is registered in a bachelor’s degree program at the University of British Columbia who is required to perform Teaching Assistant Duties with substantial student contact.▪ Undergraduate Teaching Assistant II (UTA 2) – Undergraduate student who is registered in a bachelor’s degree program at the University of British Columbia who performs Teaching Assistant Duties without substantial student contact.▪ Marker – A Marker is an employee appointed to a position which involves only marking without substantial student contact. STA, GTA 1, GTA 2, UTA 1 and UTA 2 positions are required to be available to invigilate assignments during examination periods (for exceptions – Article 14.06).

Please ensure to read **Schedule B – Dues Deduction Form** found on the TA application landing page before applying.

Schedule B – Dues Deduction Form
<p>University Of British Columbia C.U.P.E. Local 2278</p> <p>All bargaining unit employees must complete this form. Initiation fees, union dues and assessments, as established by the Union, will be deducted out of wages or salary paid to the employee. Until this authority is revoked by me in writing, I hereby authorize my employer, the University of British Columbia, to deduct from my wages or salary and pay to C.U.P.E. Local 2278, the equivalent of initiation fees, union dues and assessments as established by the Union. I understand that by submitting my application, I have read and agree to the terms and conditions.</p>

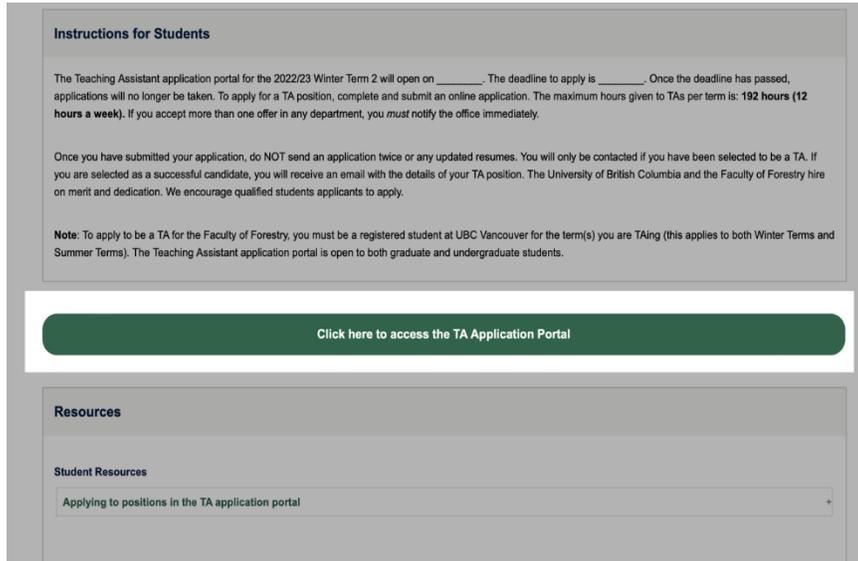
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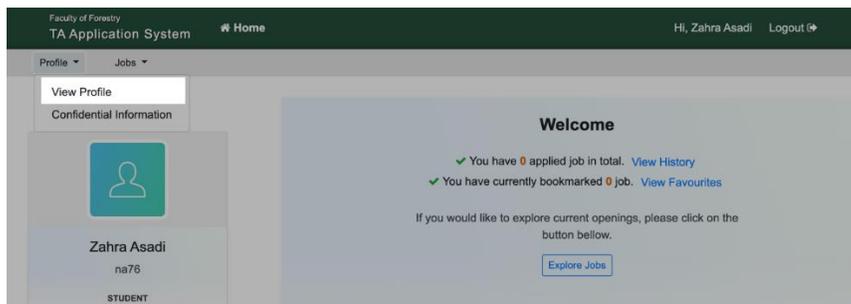
A. Adding Personal Information

To add Personal Information on the TA Application Portal:

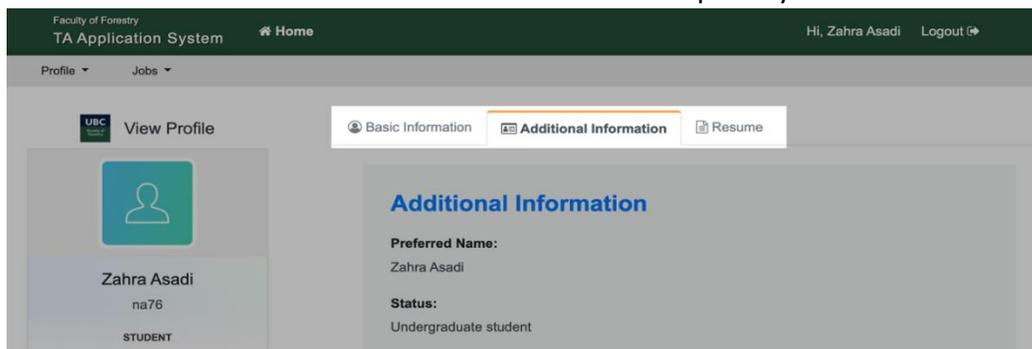
1. Go to the [TA Portal Landing Page](#) and click on the **green TA Application Portal button** to login using your CWL credentials.



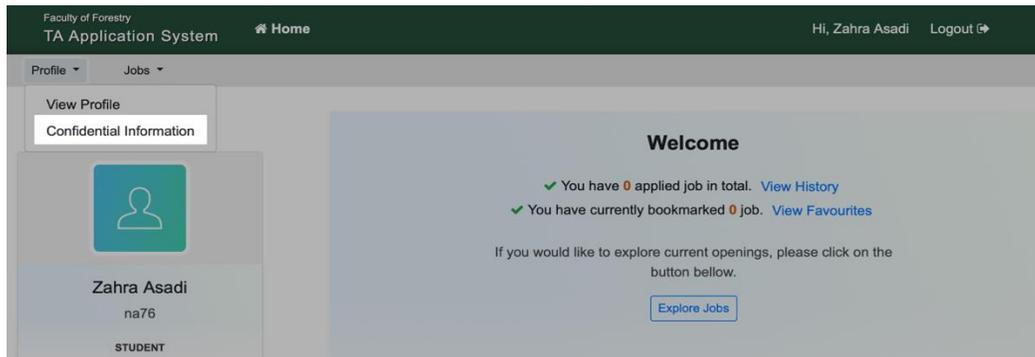
2. To be eligible to apply for jobs, you must have a completed profile. Click **View Profile** under the Profile tab.



3. Fill out the fields under **Additional Information** and upload your **Resume**.



4. Click **Confidential Information** under the Profile tab. Please note that you will only need to fill this part after you have been offered a position.



5. If you are a Domestic Student, select **Domestic Student** and make sure to submit your **SIN** as a JPG/JPEG/PNG (for security purposes).

Am I a domestic or international student? *

Domestic Student
 International Student

Date of Birth: *
Format: Month-Day-Year
--- -- --

Employee Number:
Enter your UBC Employee ID number here, if you have one. Must be numeric and 7 digits in length.

Social Insurance Number (SIN): *
Valid file formats: JPG, JPEG, PNG. A filename has at most 256 characters.
 no file selected

- If you are an International Student, select **International Student** and make sure to submit your **SIN and Study Permit** as a JPG/JPEG/PNG (for security purposes).

Am I a domestic or international student? *

Domestic Student

International Student

Date of Birth: *

Format: Month-Day-Year

February 2 1998

Employee Number:

Enter your UBC Employee ID number here, if you have one. Must be numeric and 7 digits in length.

2405571

Social Insurance Number (SIN): *

Valid file formats: JPG, JPEG, PNG. A filename has at most 256 characters.

Choose File no file selected

SIN Expiry Date: *

Format: Month-Day-Year

November 30 2023

Study Permit: *

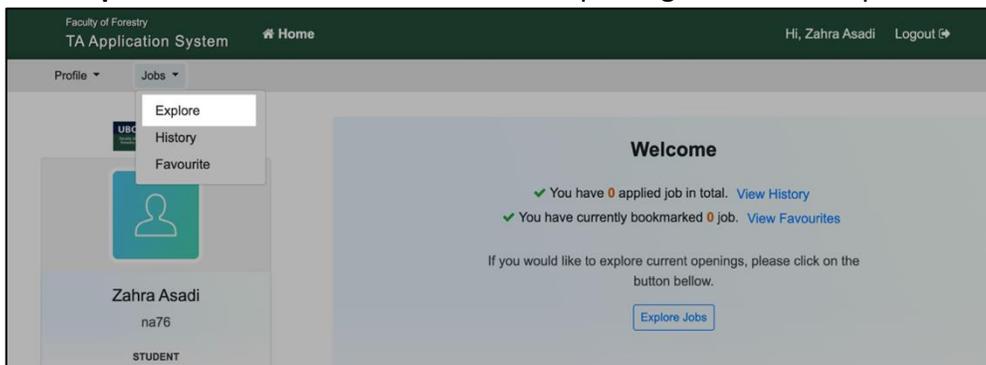
Valid file formats: JPG, JPEG, PNG. A filename has at most 256 characters.

Choose File no file selected

B. Applying for Jobs

To apply for a job on the TA Application Portal:

- Click **Explore** under the **Jobs** tab to view the postings for available positions.



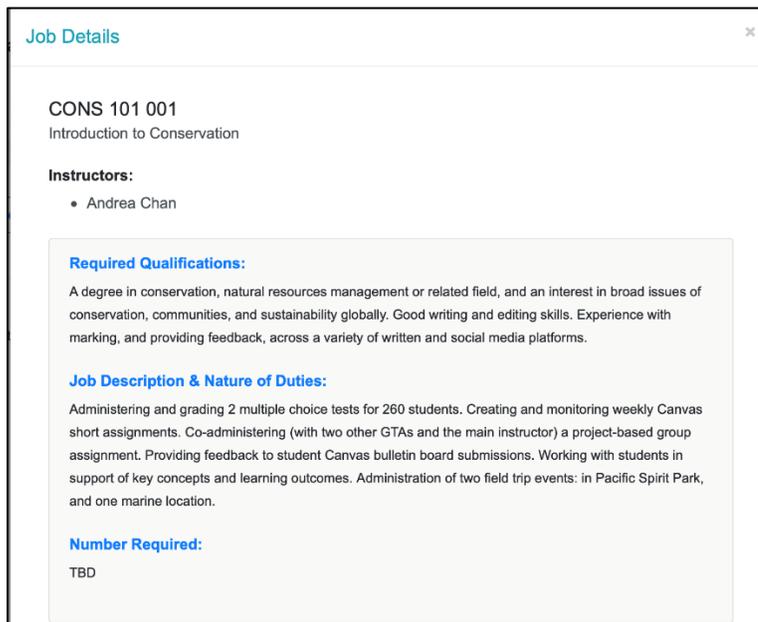
- Click **TA Application (in blue)** under the academic term you are interested in to view the current available openings for it.



- Click the **Blue Page icon** to review specific job details.

Year	Term	Job	Instructors	Actions
2022	W1	CONS 101 001 	Andrea Chan	APPLIED March 22, 2022
2022	W1	CONS 127 201 	Andrea Chan	Apply
2022	W1	CONS 200 001 	None	Apply
2022	W1	CONS 210 101 	None	Apply

You will find the instructor, required qualifications, job description and nature of duties detailed in a window like this:



4. After reviewing the job details, click **Apply** for the position you are interested in.

Year	Term	Job	Instructors	Actions
2022	S1	WOOD 305 001 	Min Qian Zeng	Apply
2022	S1	WOOD 305 002 	None	Apply
2022	S1	WOOD 353 001 	None	Apply

5. Fill out the application details, ensuring to read the terms and conditions, and provide accurate information.

Application Form

- Please fill out this form carefully. Once submitted, it cannot be changed.
- *: This field is required

Supervisor Approval: (required for graduate students only)
I have my graduate supervisor's or Professional Master's Degree Program Director's approval to TA up to a maximum of 12 hours/week.

Yes

What position are you applying for? *

What is the maximum number of hours you are willing to work per week? *

Availability Requirements: *
By accepting any TA appointment within Forestry, you are expected to be available for the duration of the assignment:

- Winter Session: Term 1 - September 1 to December 31; Term 2 - January 1 to April 30
- Summer Session: Term 1 - May 1 to June 30; Term 2 - July 1 to August 31

Keep in mind that final exams are not controlled by the Faculty of Forestry and may be scheduled up to the final day of the exam period and that final exam marking could take place after the end of the examination period. If you need to be absent for any period of time, you are expected to contact the course instructor and arrange for a proper replacement. If you already have plans to be absent at any time during the duration of the assignment, you should describe these plans in the additional comments box below and inform your course instructor as soon as you are assigned.

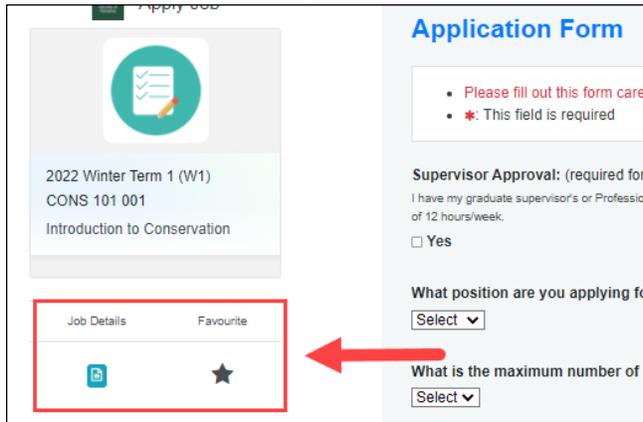
I understand

6. You may also include any additional information you feel is relevant to the position (e.g., grades you have received previously for this course) under **Other Comments**.
7. Click **Submit application**

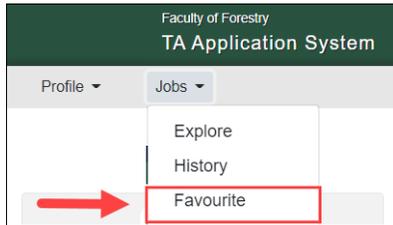
6 **Other Comments:**
This field is optional. You may write up anything in here that you feel is relevant to this specific position (eg. grade received when taking this course yourself, particular availability requests, etc).

7

If you do not want to apply yet but would like to keep track of interested positions, you can view the **Job Details** for the position again and **Favourite** the job.



Favourited jobs can be found under **Jobs > Favourite** on the upper left menu.

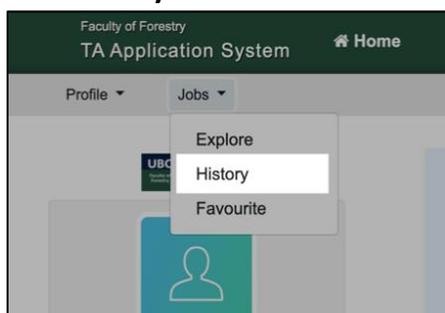


C. Accepting/Declining an Offer

Once selected, prospective candidates will first be contacted by the instructor for an interview via the email address provided on their profile. After the instructor has made a decision, an offer will be made through the TA portal. Students will also be notified via email.

To accept or decline an offer:

1. Click **History** under the **Job** tab.



2. An offer will be sent to the students after the instructor's request has been reviewed by a department administrator. View the status of your candidacy to review updates.

- Note:** You must **complete the confidential information** section in your profile before you accept an offer.
- Click **Accept/Decline (in blue)** to submit your decision regarding the position. If you have received multiple offers, please accept and decline accordingly, keeping in mind of the maximum number of hours you may work based on your status.

	Year	Term	Job	Application	Applied at	Status
	2022	S1	WOOD 305 001	View	Feb. 18, 2022	<p>OFFERED</p> <p>Feb. 18, 2022</p> <p>15.0 hours</p> <p>Accept / Decline</p>

- Ensure to read the job offer details carefully, choose **Accept** or **Decline** appropriately and click **Submit**.

Job Offer

Congratulations!

You are assigned **15.0 hours** for this job as a **STA**.

Please click on the **Accept** button below if you would like to accept this job offer.

Thanks!

Job Offer Details

Student Name: Zahra Asadi

* Once submitted, it cannot be changed. Please select carefully.

I read and understood my Job Offer Details document

Accept **Decline**

[Submit](#)

- Once you have accepted the offer, a department administrator will process it and issue an official offer letter through Workday.

