

# TA Hiring - Student Section

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## Civil and Environmental Engineering



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## Welcome Page

**1) Create Account / Login** – for new students who don't have university nexus ID. Students can register with web application and login to access all the jobs and account section.

**2) Login Now** – for existing students who already have university nexus ID. Once new student get their nexus ID they can use this section to login without losing their data.



## Graduate Students - Engineering TA Hiring System

### New Graduate Students

If you are new students and don't have University Nexus ID enabled yet you need to Register yourself with the system to apply for any TA position.

CREATE ACCOUNT / LOGIN

1

### Existing Graduate Students

If your University Nexus ID is enabled use this section to secure login with system and apply for TA Position

LOGIN NOW

2

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## New Student Registration

- 1) **Student ID** – Student can register first using their student ID number
- 2) **Student Login** – After registration student can use login section with their student ID number and email address provided.
- 3) **OTP** – Student will receive the OTP to their registered email

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Graduate Students - Engineering TA Hiring System

### Students Registration

Register Now with your Student ID.

First Name: \*

Last Name: \*

Student ID: \* 1

E-mail: \*

  
If you are using other emails then uwaterloo, don't forget to check your spam email for OTP while login.

### Students Login 2

Login with your Student ID

Student ID: \*

E-mail: \*

  
If you are using other emails then uwaterloo, don't forget to check your spam email for OTP.  

Enter One time password (OTP) sent on your registered email: \*

3  
If you are using other emails then uwaterloo, don't forget to check your spam email for OTP.


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## Student Profile

- 1) Profile** – The profile section needs to be completed before applying for any job. Required information: department, program, supervisor and status of mandatory trainings
- 2) Resume** – Students can upload their resume here which can be accessed by instructors while checking their job application profile

**Graduate Students - Engineering TA Hiring System**

**My Account**  
**My Profile**  
**Available Positions**  
**My Applications**  
**My Assigned TA**  
**Log Out**

### Pankaj Bains Profile <sup>1</sup>

Before you apply for any position please make sure your profile is complete and displays the most recent and accurate information.

First Name: *	<input type="text" value="Pankaj"/>	<b>IMPORTANT:</b> Teaching assistants must complete three online safety training courses (SO1001, SO1081, and SO2017) plus ExpectATIONS workshop.  More information about the safety training as well as registration instructions you can find <a href="#">here</a> .  Please update your profile information as soon as you have mandatory training and workshop completed.
Last Name: *	<input type="text" value="Bains"/>	
Student ID: *	<input type="text" value="11111111"/>	
E-mail: *	<input type="text" value="pbains@uwaterloo.ca"/>	
Department: *	<input type="text" value="2275 - Engineering Computing"/>	
Program: *	<input type="text" value="PhD"/>	SO1001 - Employee Safety Orientation completed?: *
Supervisor:	<input type="text" value="Select Supervisor"/>	<input type="text" value="No"/>
Supervisor 2:	<input type="text" value="Select Supervisor"/>	SO1081 - Workplace Violence Awareness completed?: *
		<input type="text" value="No"/>
		SO2017 - WHMIS 2015 completed?: *
		<input type="text" value="No"/>
		ExpectATIONS workshop completed?: *
		<input type="text" value="No"/>
		Accessibility Training completed?: *
		<input type="text" value="No"/>

Create your CV file (2 pages, pdf). In the same file, describe your experience on the third page after CV. \* <sup>2</sup>

No files selected.


Choose your CV file in pdf format, upload it, and finish application:  
[View Uploaded Resume](#)



## Available Positions

**1) Available Positions** – Students can view all available positions of all department under this section for the term

**2) Action** – Student can click on this icon and view detail of that particular job



### Graduate Students - Engineering TA Hiring System

[My Account](#)

[My Profile](#)

[Available Positions 1](#)

[My Applications](#)











[My Assigned TA](#)

[Log Out](#)

#### Available Positions

Before you apply for any position please make sure your profile is complete and displays the most recent and accurate information. Select up to 5 courses to apply to ranking each in order of preference (1 most desired - 5 least desired).

Show  entries Search:

Term	Course Code	Course Title	Org Name	Location	Action
Fall 24	BME 122	Data Structures and Algorithms	Systems Design Engineering	Waterloo	 <span>2</span>
Fall 24	BME 162	Human Factors in the Design of Biomedical and Health Systems	Systems Design Engineering	Waterloo	
Fall 24	BME 186	Chemistry Principles	Systems Design Engineering	Waterloo	
Fall 24	BME 355	Physiological Systems Modelling	Systems Design Engineering	Waterloo	
Fall 24	BME 361	Biomedical Engineering Design	Systems Design Engineering	Waterloo	
Fall 24	BME 381	Biomedical Engineering Ethics	Systems Design Engineering	Waterloo	
Fall 24	BME 393	Digital Systems	Systems Design Engineering	Waterloo	
Fall 24	BME 393L	Digital Systems Laboratory	Systems Design Engineering	Waterloo	
Fall 24	BME 462	Capstone Design	Systems Design Engineering	Waterloo	
Fall 24	BME 587	Special Topics in Biomedical Signals	Systems Design Engineering	Waterloo	

Showing 1 to 10 of 20 entries Previous **1** 2 Next



## View Job Details

- 1) Course Name** – Shows the course name and code
- 2) Instructor** – Shows the instructor of the course
- 3) Required Full TA and Half TA** – Displays the total number of openings for a course in Full TA and half TA
- 4) Course Specific Requirements** - Detail about required skills student must have to perform particular job successfully
- 5) Department Name** – Name of the department course associated with
- 6) Apply Now** - If interested, student can apply for this particular job using “Apply Now” button

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### Graduate Students - Engineering TA Hiring System

[My Account](#)  
[My Profile](#)  
[Available Positions](#)  
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[My Assigned TA](#)  
[Log Out](#)

#### 1 Data Structures and Algorithms - BME 122

Before you apply for any position please make sure your profile is complete and displays the most recent and accurate information.

Instructors: Pankaj Bains <b>2</b>	Org: Systems Design Engineering <b>6</b>	<a href="#">Apply Now</a> <b>7</b>
Term: Fall 24	Location: Waterloo	
Required Full TA: 2 <b>3</b>	Required Half TA: 0	
Application Start Date: 2024-05-21 <b>4</b>	Application End Date: 2024-05-23	
<b>Course Specific Requirements:</b>		
Syde <b>5</b>		

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## Apply for Jobs - Updated

- 1) Course Specific Skills** – Student can indicate any specific skills they have related to that particular job
- 2) Previous TA Experience** – Student can indicate any previous TA experience they have
- 3) Expectation Explanation** – Explanation required if student didn't complete Expectation Training
- 4) Accept Terms** - Select checkbox to accept Terms and Conditions.
- 5) Preferred Workload** – Select Half(CA) if you want only half TA. You will not be considered / assigned for Full TA.

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Graduate Students - Engineering TA Hiring System

My Account

My Profile

Available Positions

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Log Out

### Application for Enclosure Design Studio (AE 200)

Before you apply for any position please make sure your profile is complete and displays the most recent and accurate information. Select up to 5 courses to apply to ranking each in order of preference (1 most desired - 5 least desired).

First Name: \*

Katherine

Last Name: \*

Liu

Current Program Term: \*

5

Previous TA Score:

4.6

Is this your first TA application?: \*

No

Are you applying for TAs outside of Civil and Environmental Engineering: \*

Yes

Preferred workload (No Preference or half (CA)): \*

No Preference

Course Specific Skills: \* 0/250 words

test

1

(ex. Spring 2015 SYDE 192 Full, Winter 2016 SYDE 352 Half, etc. - maximum 250 words):

Accept Below Terms & Conditions. \*

4

You acknowledge that you are using this system to apply for employment as a Teaching Assistant. You may be selected for and/or offered a Teaching Assistant position based on existing Faculty and/or Department practices. However, use of this system does not guarantee employment.

SUBMIT APPLICATION

DELETE APPLICATION

Previous TA Experience: \* 0/250 words

test

2

(ex. Spring 2015 SYDE 192 Full, Winter 2016 SYDE 352 Half, etc. - maximum 250 words):

If you have not completed Expectations workshop please explain why and provide the date when you will attend workshop: \* 0/250 words

test

3


(maximum 250 words):



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## My Applications

- 1) My Application** – Will display a list of applications student applied to
- 2) Ranking** – Student need to rank based on their preference for each job they are interested in. You can rank/apply up to 5 jobs max in a round. Rank can be changed for round 2 of application anytime. **You don't need to apply again for that job in round 2 just change Given Rank.**
- 3) Action** – Students can edit or delete their application if required

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### Graduate Students - Engineering TA Hiring System

**My Account**  
My Profile  
Available Positions  
**My Applications**  
My Assigned TA  
Log Out

#### Your Applications <sup>1</sup>

View and manage all your applications below.

Show  entries

Search:

Term	Course Code / Course Title	Org Name	Give Rank <sup>2</sup> <small>1 most desired - 5 least desired</small>	Location	Action <sup>3</sup>
Winter 25	(AE 280) - Fluid Mechanics and Thermal Sciences	Civil and Environmental Engineering	<input type="text" value="0"/>	Waterloo	<a href="#">Edit</a> <a href="#">Delete</a>
Winter 25	(AE 200) - Enclosure Design Studio	Civil and Environmental Engineering	<input type="text" value="1"/>	Waterloo	<a href="#">Edit</a> <a href="#">Delete</a>
Winter 25	(CIVE 415) - Structural Systems	Civil and Environmental Engineering	<input type="text" value="1"/>	Waterloo	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

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## My Applications- TA

1) **Assigned TA** – Will a show list of assigned TA roles to student

2) **View** – Students can view their application for that particular job and download signed contract anytime once TA is assigned to them

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### Graduate Students - Engineering TA Hiring System

**My Account**

My Profile

Available Positions

**My Applications**

**My Assigned TA**



Log Out

#### Your Assigned TA Roles <sup>1</sup>

View all your Assigned TA roles below.

Show  entries

Search:

Term	Course Code / Course Title	Org Name	Location	Contract	View
Spring 24	(AE 105) - Mechanics 2	Civil and Environmental Engineering	Waterloo	Accepted	  <sup>2</sup>

Showing 1 to 1 of 1 entries

Previous 1 Next

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## Teaching Assistant Time Allocation Form

Collaborate with your course instructor to complete the Teaching Assistant Time Allocation Form

Link to the Teaching Assistant Time Allocation Form

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### Teaching Assistant (TA) time allocation form - Civil & Environmental Engineering

The intent of this form is to initiate a dialogue between the course instructor and TA and to set out clear expectations for the term. For specific instructions and procedures, see page 2 of form.

TA: first name: \_\_\_\_\_ last name: \_\_\_\_\_ email: \_\_\_\_\_  
Instructor: first name: \_\_\_\_\_ last name: \_\_\_\_\_ email: \_\_\_\_\_  
Course information: term: \_\_\_\_\_ course: \_\_\_\_\_ section: \_\_\_\_\_ # students registered: \_\_\_\_\_ #TAs: \_\_\_\_\_

Note: The FOE supports, on average, 10 hours per week to a maximum total of 130 hours over the course of the term for a Full TA.

\*include average weekly hours spent on task

\*\* include average total hours spent on task during entire term

TA Responsibilities/Duties	Hours/ week*	Hours/ term**	Details/Comments
<b>Preparation</b> (i.e. reading course material, preparation for tutorials, laboratory set-up)			
<b>Lectures</b> (required attendance?) Yes <input type="radio"/> No <input type="radio"/>			Include date/time/location of lectures
<b>Office hours</b> (required?) Yes <input type="radio"/> No <input type="radio"/>			
<b>Meeting hours</b> (required?) Yes <input type="radio"/> No <input type="radio"/>			
<b>Communication</b>			
o meet with instructor? Yes <input type="radio"/> No <input type="radio"/>			
o significant email correspondence with students/instructor? Yes <input type="radio"/> No <input type="radio"/>			
<b>Tutorials</b> (required?) Yes <input type="radio"/> No <input type="radio"/>			
# of tutorials: _____ duration (hrs): _____			
<b>Laboratory</b> (required?) Yes/No			
# of labs: _____ duration (hrs): _____			
<b>Grading</b>			Include due dates of grading expectations
o Assignments: total # per term: _____ time to grade (turnaround): _____			
o Projects/papers: total # per term: _____ time to grade (turnaround): _____			
o Quizzes/tests: total # per term: _____ time to grade (turnaround): _____			



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CEE TA Website

**For more information please visit the TA Website:**

**<https://uwaterloo.ca/civil-environmental-engineering/graduate-studies/current-students/teaching-assistantship>**



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## Upcoming Important Dates

### Important TA Dates for Winter 2026\*:

#### Round 1

October 21<sup>st</sup> – 26<sup>th</sup> – Round Opens

November 7<sup>th</sup> – Receive TA Contract

November 13<sup>th</sup> – Signed TA Contract due back

#### Round 2

November 14<sup>th</sup> – November 20<sup>th</sup> – Round Opens

November 28<sup>th</sup> – Receive TA Contract

December 3<sup>rd</sup> – Signed TA Contract due back

\*subject to change



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## Important Winter 2025 TA and Instructor Dates\*:

### Round 1

October 8<sup>th</sup> – 20<sup>th</sup> – Round Opens to Instructors

October 21<sup>st</sup> – 26<sup>th</sup> – Round Opens to Tas

October 27<sup>th</sup> – November 2<sup>nd</sup> – Instructors rank applicants

November 3<sup>rd</sup> – 6<sup>th</sup> – Instructors send approvals

November 7<sup>th</sup> – Receive TA Contract

November 13<sup>th</sup> – Signed TA Contract due back

### Round 2

November 14<sup>th</sup> – November 20<sup>th</sup> – Round Opens

November 21<sup>st</sup> – November 26<sup>th</sup> – Instructors rank applicants

November 28<sup>th</sup> – Receive TA Contract

December 3<sup>rd</sup> – Signed TA Contract due back

\*subject to change



## Average Number of TAs

### **Fall:**

35 Full TAs

26 Half TAs

### **Winter:**

23 Full TAs

46 Half TAs

### **Spring:**

25 Full TAs

29 Half TAs



## **PhD students are guaranteed 1 Full TA in their first year of the program**

- Students must have completed ExpectATions\_FOE training
- Student must apply to a TA position on the TA portal

## **Number of eligible students the past 3 terms:**

Winter 2025: 10

Spring 2025: 8

Fall 2025: 18



**Thank You**



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