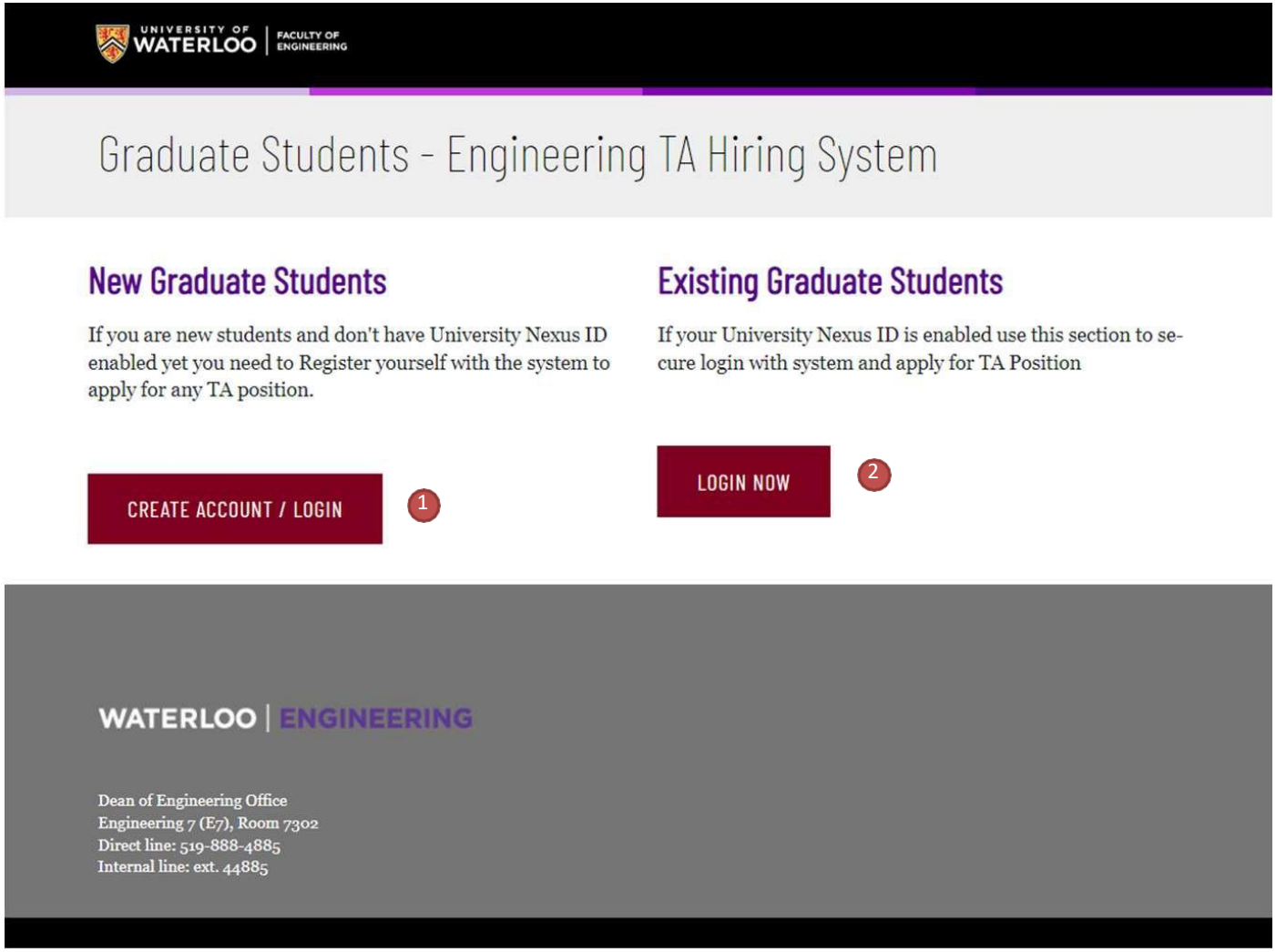
TA Hiring - Student Section

Civil and Environmental Engineering

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.

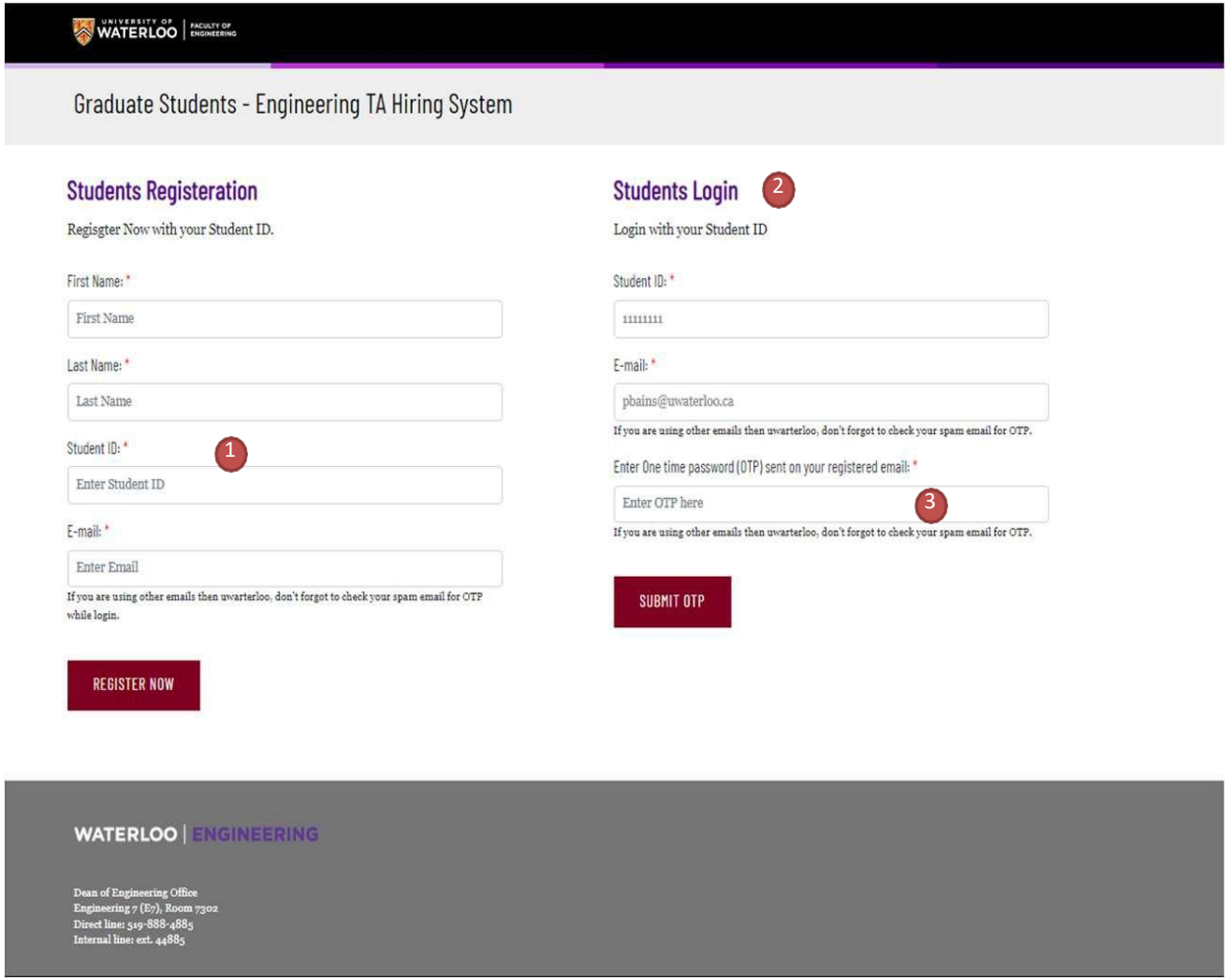


New Student Registration

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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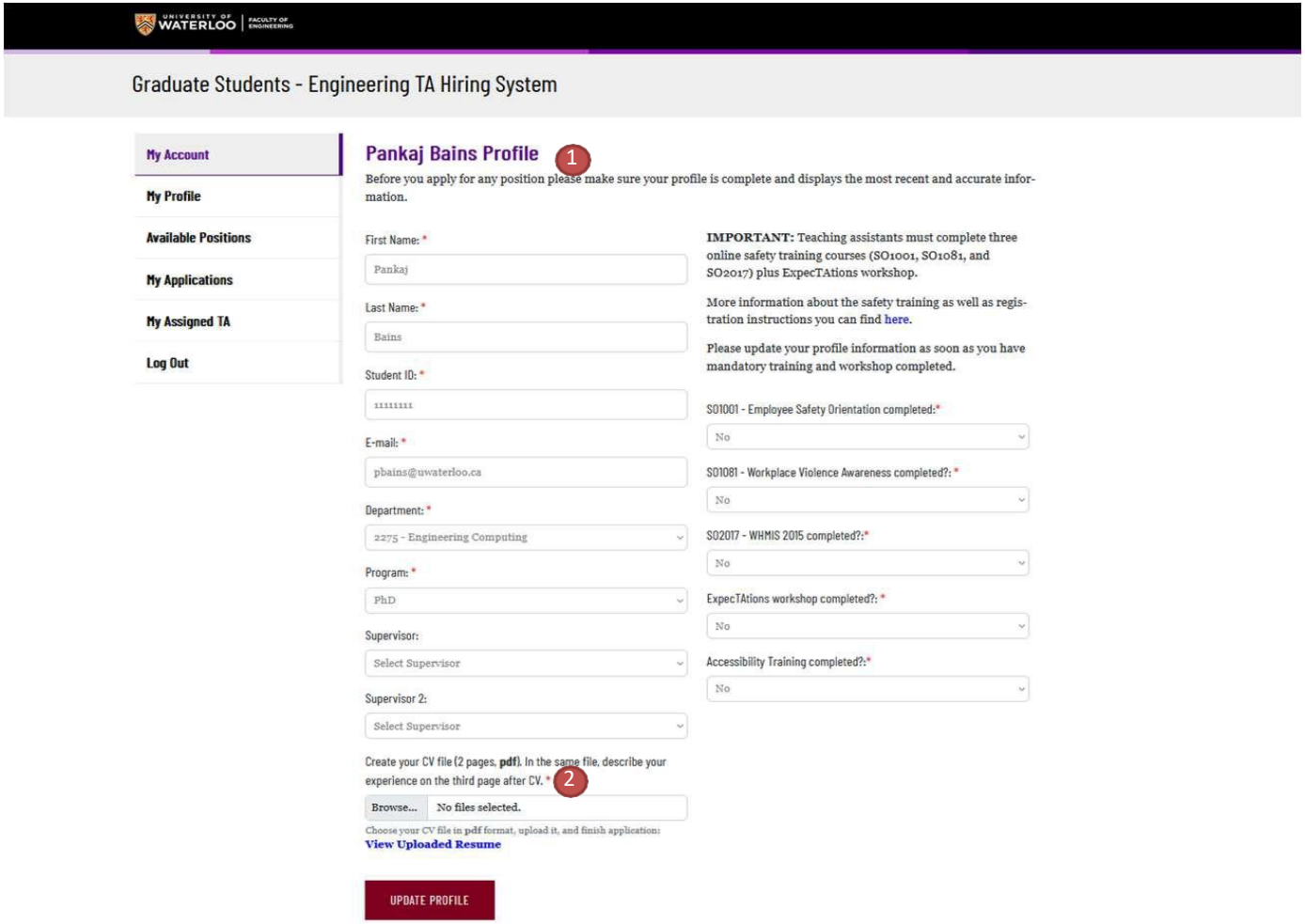
Student Profile

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



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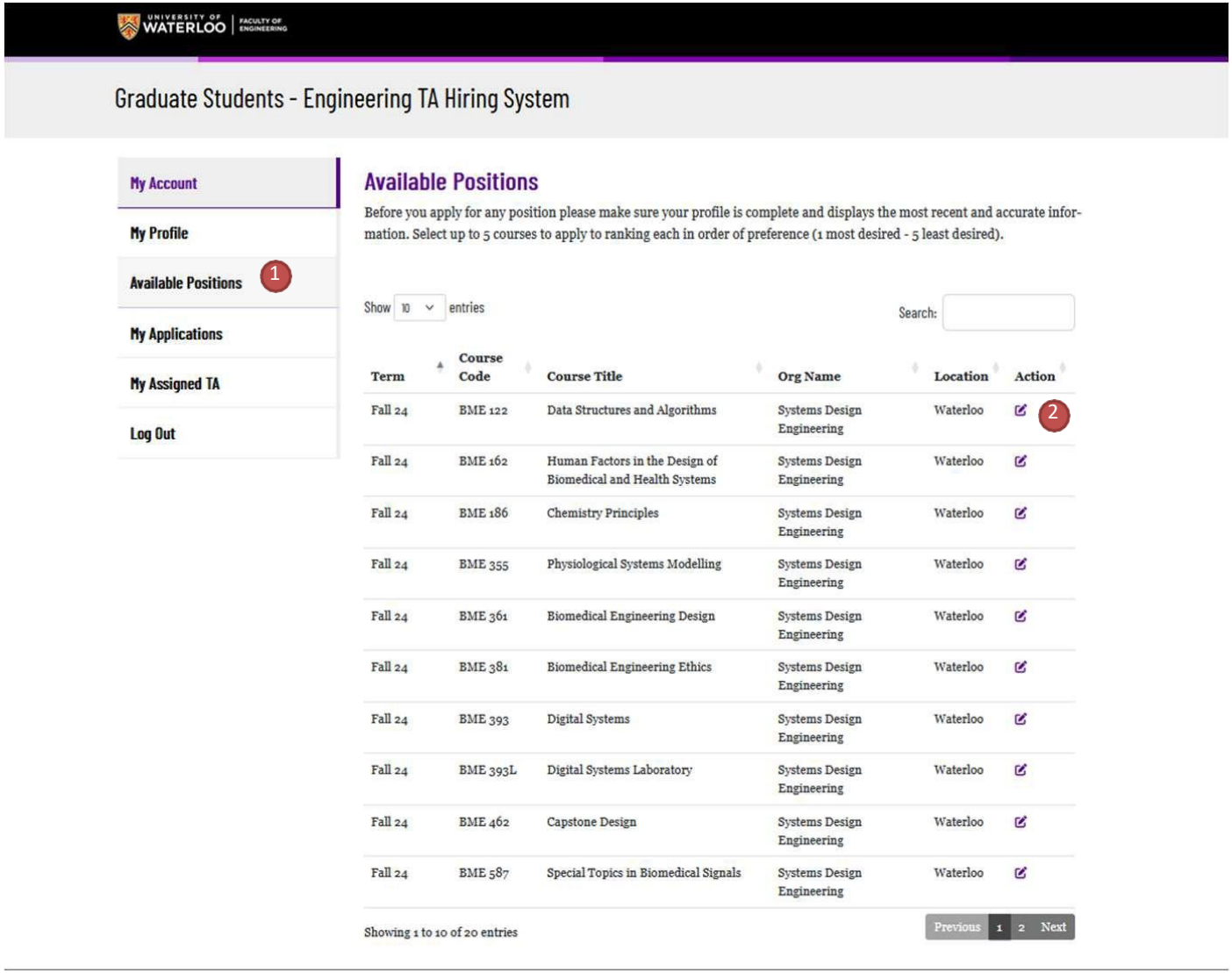
Available Positions

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



View Job Details

1) **Course Name –** Shows the course name and code

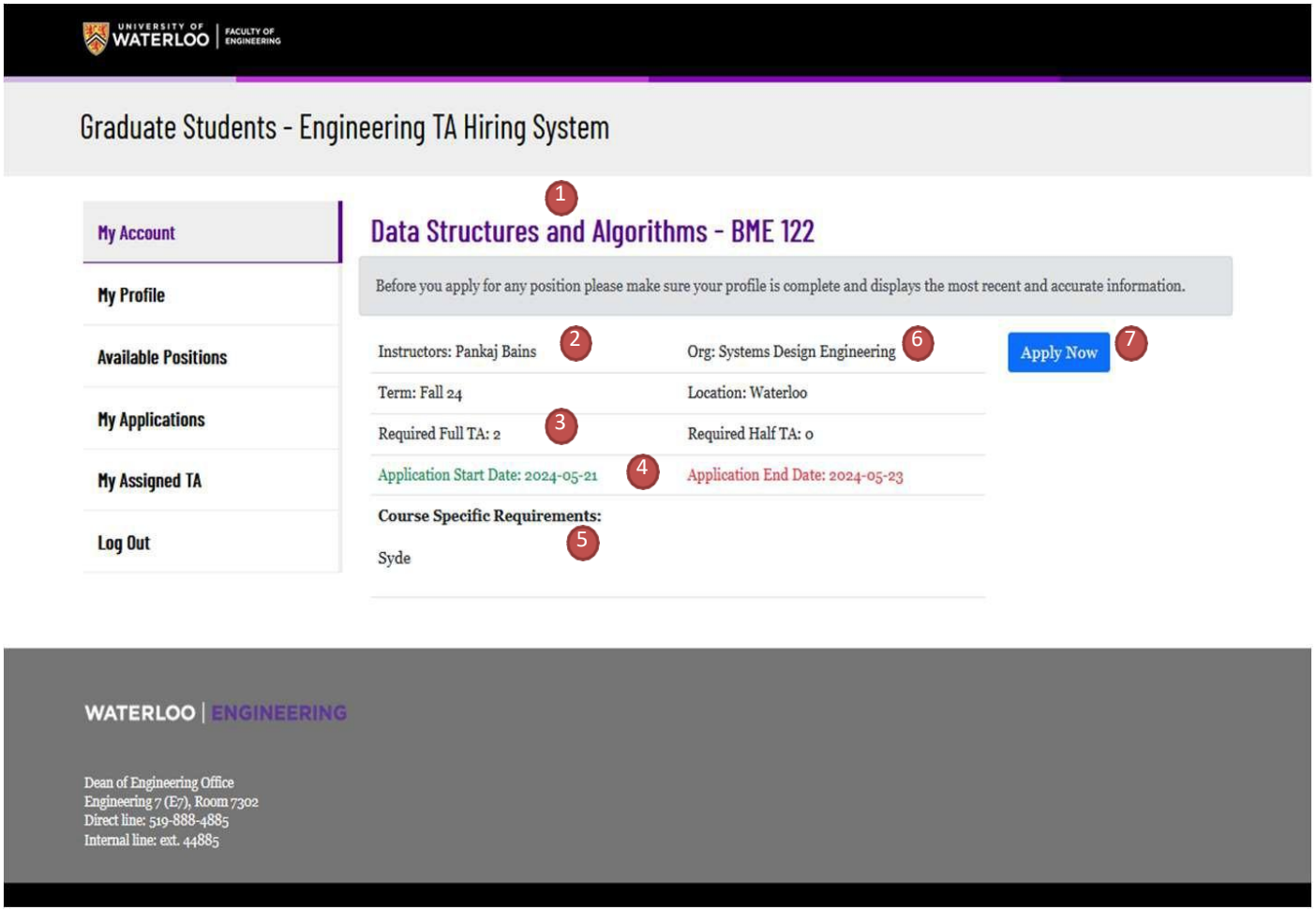
2) **Instructor –** Shows the instructor of the course

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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Apply for Jobs - Updated

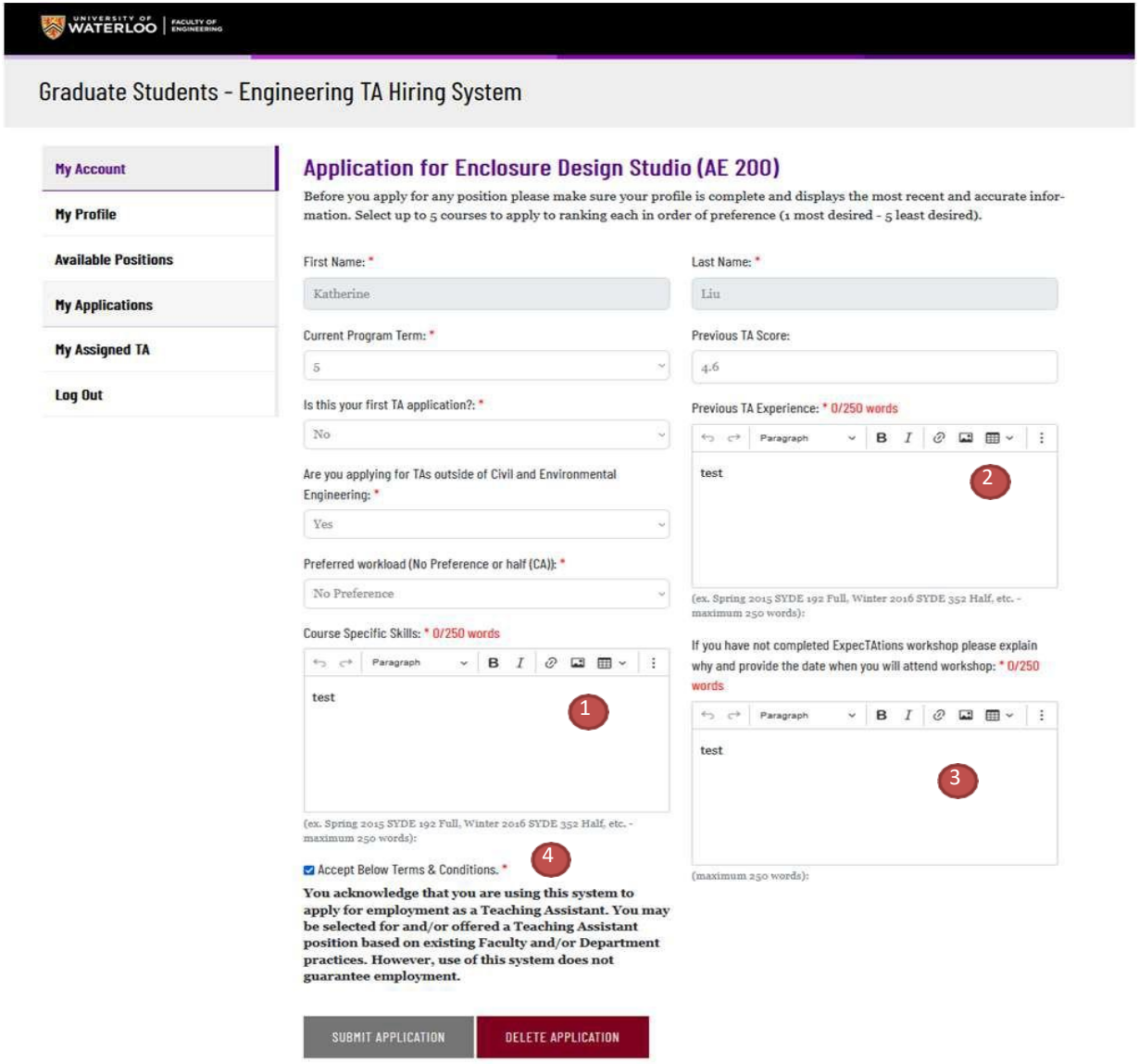
1) **Course Specific Skills –** Student can indicate any specific skills they have related to that particular job

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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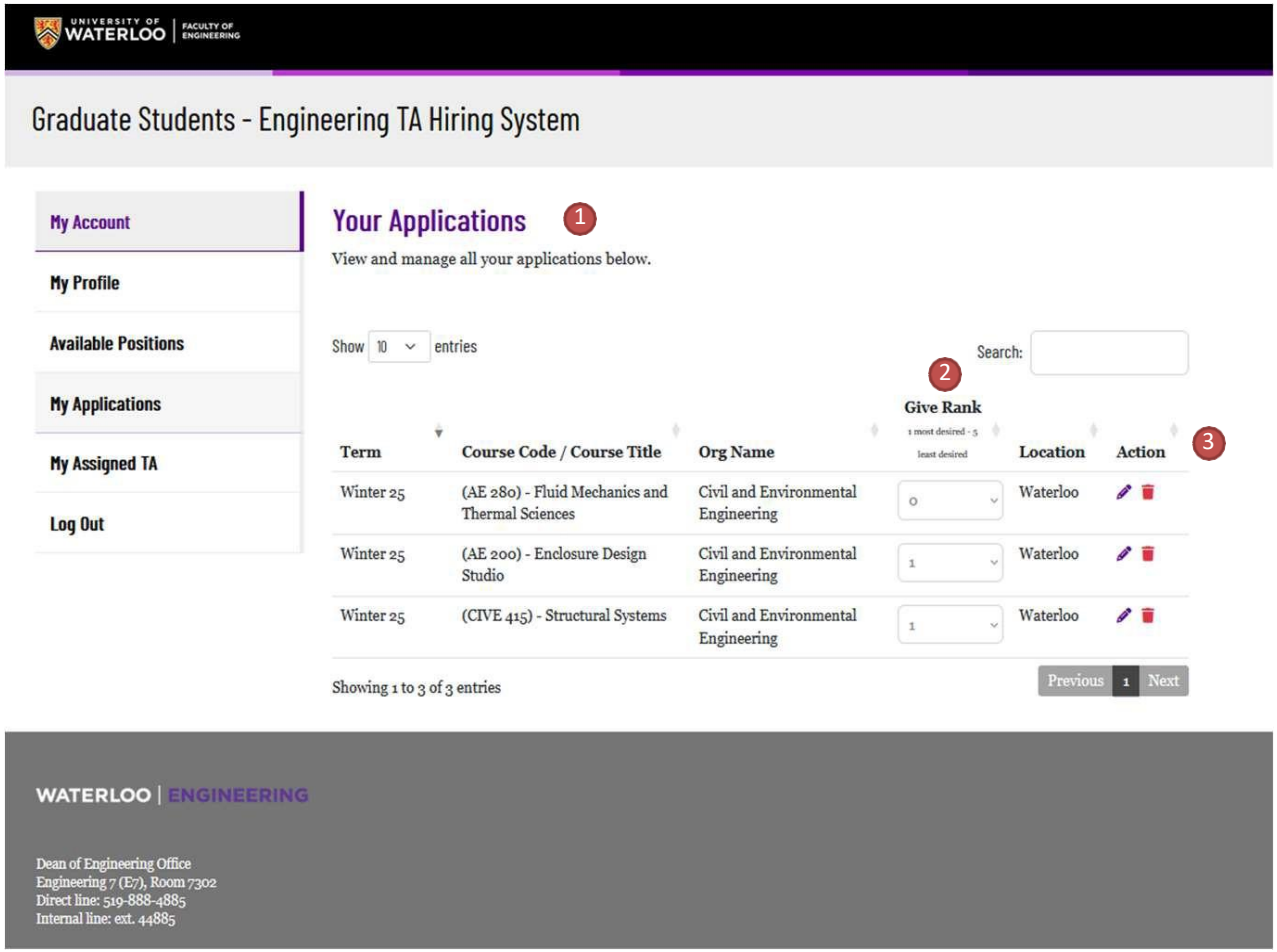
My Applications

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. **<u>You don't need to apply again for that job in round 2 just change Given Rank.</u>**

3) **Action** – Students can edit or delete their application if required



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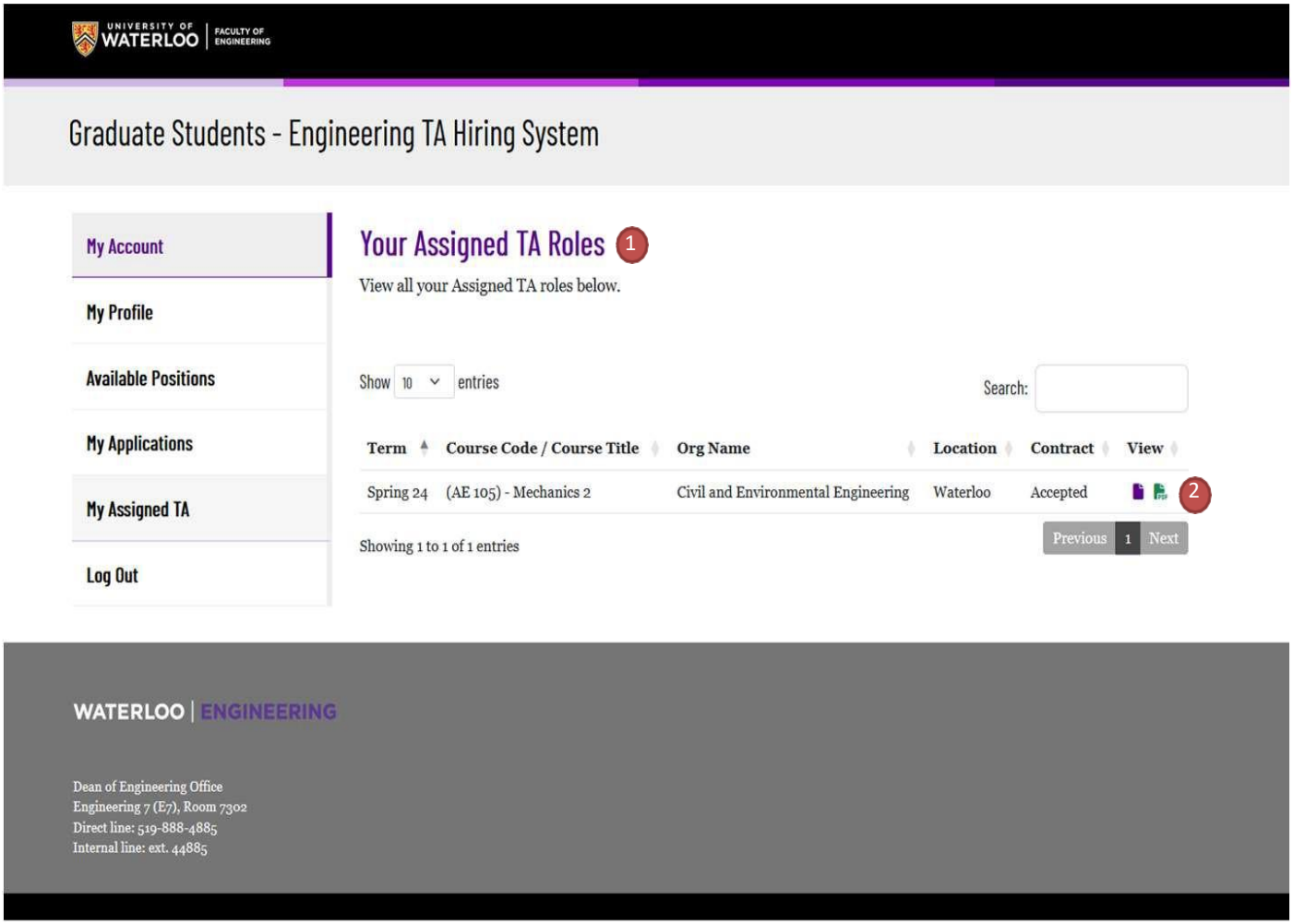
My Applications- TA

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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Teaching Assistant Time Allocation Form

Collaborate with your course instructor to complete 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
Preparation (i.e. reading course material, preparation for tutorials, laboratory set-up)			
Lectures (required attendance?) Yes No			Include date/time/location of lectures
Office hours (required?) Yes No			
Meeting hours (required?) Yes No			
Communication o meet with instructor? Yes No o significant email correspondence with students/instructor? Yes No			
Tutorials (required?) Yes No # of tutorials: _____ duration (hrs): _____			
Laboratory (required?) Yes/No # of labs: _____ duration (hrs): _____			
Grading 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):			Include due dates of grading expectations

Link to the Teaching Assistant Time Allocation Form

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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 21st – 26th – Round Opens
November 7th – Receive TA Contract
November 13th – Signed TA Contract due back

Round 2
November 14th – November 20th – Round Opens
November 28th – Receive TA Contract
December 3rd – Signed TA Contract due back

*subject to change

Winter 2025 TA Important Dates

Important Winter 2025 TA and Instructor Dates*:

Round 1

October 8th – 20th – Round Opens to Instructors
October 21st – 26th – Round Opens to Tas
October 27th – November 2nd – Instructors rank applicants
November 3rd – 6th – Instructors send approvals
November 7th – Receive TA Contract
November 13th – Signed TA Contract due back

Round 2

November 14th – November 20th – Round Opens
November 21st – November 26th – Instructors rank applicants
November 28th – Receive TA Contract
December 3rd – Signed TA Contract due back

*subject to change

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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

Guaranteed First-Year TA

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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