

How to Apply for GTA and GRA Appointments

University of Waterloo

About this guide

This guide explains how to find available Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) opportunities, create your applicant account, and submit an application through the [CUPE 5524 Opportunities](#) portal.

Before applying, be sure to review the posting details carefully and submit your application by the deadline identified in the posting.

Before you apply

Before starting your application, have the following information available:

- Your student ID number
- Your WatIAM email address
- Information about your academic background and relevant experience
- An up-to-date resume or CV
- The application deadline for the posting(s) in which you are interested in applying

Step 1: Create your account

To apply for GTA or GRA opportunities, you must first create an applicant account in the [CUPE 5524 Opportunities](#) portal.

When creating your account, you must:

- Use your University of Waterloo (WatIAM) email address.
- Enter your student ID number accurately.

If you have accepted an offer of admission but do not yet have a WatIAM email address, please create your account using the email address associated with your admission application.

Your WatIAM and student ID are used to connect your applicant account with your student record for matching purposes.

Once your account is created you will be able to sign in and apply to postings.

Step 2: Find available opportunities

Available GTA and GRA opportunities are posted on the [CUPE 5524 Opportunities](#) portal.

Use the search bar and filter controls to find the right posting quickly:

Filter	What it does
Search bar	Search by course name, course code, department, or keyword — for example "Biology", "BIOL 130", or "GTA".
Appointment Type	Filter by GTA or GRA to show only the appointment type relevant to you.
Hiring Unit	Filter postings by the faculty, school, or department.

Please note:

- Application deadlines vary by posting and by hiring unit.
- Opportunities may be posted at different times throughout the term.
- You are responsible for reviewing the posting details and submitting your application before the deadline.

Depending on the hiring unit, a single posting may include one or multiple GTA or GRA opportunities.

Step 3: Review the available appointments

Before applying, review the appointment details provided in the posting. Additional details for GTA opportunities will also be provided on the [Available Graduate Teaching Assistant & Research Assistant Opportunities](#) web page.

Appointment information available in the posting or opportunities webpage will include details such as the course or project, appointment dates, compensation, appointment hours and weight, work location, course delivery mode (in-person, online, or hybrid), and the required education and qualifications.

GTA Appointment Weights

GTA appointments may be offered at different appointment weights (1.0, 0.75, 0.5, or 0.25), which reflect the workload and compensation associated with the appointment.

Carefully review all qualifications and appointment requirements before submitting your application.

Step 4: Submit your application

Submit one application per posting for which you wish to be considered for employment. Your application will be considered for all appointments included in that posting for which you meet the qualifications.

As part of the application process, you will be asked to indicate your current and previous degrees, provide a description of your TA/RA or other relevant work experience, and identify any skills and competencies related to TA/RA work.

You will have the opportunity to indicate your preferences for or against specific appointments, including your preferred appointment load (i.e., 1.0, 0.75, 0.5, 0.25). Appointment preferences, where applicable, are non-binding and will be considered during the hiring process; however, they do not guarantee assignment to a particular appointment.

Review your application carefully before submitting it.

Step 5: After you apply

- You can monitor your application through your applicant account.
- Hiring timelines vary by hiring unit.
- Hiring units may contact applicants for additional information, interviews, or appointment discussions.
- If you are selected for an appointment, you will be contacted regarding an offer.
- Ensure your contact information remains current throughout the recruitment process.