

# Description of Duties and Allocation of Hours

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| **Academic Term(s):** |  |
| **Dept./Fac. of Employment:** |  |
| **Start and End Dates:** |  |
| **Course Name and Number:** |  |
| **Hourly Rate of Pay:** |  |
| **Student Status: Full-time/Part-time (F/P)** |  |
| **Student Number:** |  |
| **Student E-mail:** |  |
| **Student Phone Number(s)** |  |
| **GSTA Employment Supervisor’s E-mail:** |  |
| **GSTA Employment Supervisor’s Phone Number(s):** |  |

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| **GSTA Duties** | **Approximate Hours****(per term)** | **Details:** (Include the nature of the GSTA tasks to be performed and any expectations related to them. There is no expectation for an individual to perform work not related to the duties described in this contract. Further, if possible, note where the projected workload is likely to exceed 10 hours per week.) |
| 1. **Preparation:** e.g. GSTA orientation (including workplace safety), researching, reading, writing lecture notes, presentations |  |  |
| 2. **Presentation and Participation:** e.g. conducting, and, or participating in and, or, observing classes, tutorials, labs, and fieldwork |  |  |
| 3. **Student Assessment:** e.g. invigilation, marking, and, or compiling student assessment results |  |  |
| 4. **Student Consultation:** e.g. office hours, e-mail, etc. |  |  |
| 5. **Supervision:** e.g. field work or group work activities |  |  |
| 6. **Other:** as agreed to on this date |  |  |
| **Total Hours / Term** |  | **Notes:** |
| In accordance with Article 13.02, a full GSTA appointment is considered to be 130 hours in an Academic Term (average 10 hours per week x 13 weeks)In accordance with Article 15.07 an Employee shall not be required to work more than fifteen (15) hours in a week without their consentA Full-time Graduate Student will not normally be employed as a GSTA and, or, GSRA for more than 520 hours over a 12-month period |

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| **GSTA’s Initials**   | **GSTA Supervisor Initials**   | **DOGS/Chair/Dean Initials**   |