

All Student Teaching Assistant Applications may either be emailed, delivered in person, or sent via your local postal service.

- TA Job Descriptions are available from the Department's Teaching Assistant Opportunities website and the Department's "Job Board", 5th Floor, Science Building.
 - **Applicants are encouraged to review all job descriptions when applying as many requirements are updated from one year to the next.**
- TA Jobs are only available per term that are shown as being available in "TA Job Vacancies" document. The "TA Job Vacancies" document is hyperlinked from the Department's "Teaching Assistant Opportunities" page and is posted on the Department's "Job Board", 5th Floor, Science Building.
 - Applicants are encouraged to review often, during the hiring process, as there may be additional opportunities added during the "hiring" time.
- The "TA Application Form" and "Blank Schedule Form" are available from the Chemistry Department's website at www.smu.ca/academics/departments/chemistry-teaching-assistants.html.
 - Printed copies of these items may also be found on the Chemistry Department's "Job Board", 5th Floor, Science Building.

All Applicants should review the above points ensuring that they meet each job description's requirements and have the necessary forms.

What is Required to Submit an Application:

Applications must consist of the following items:

- **Completed** "TA Application Form"
- "Blank Schedule Form", if applicable, as per the "Job Description"
- Applicant's Unofficial Saint Mary's University Transcript

HOW TO APPLY:

Via email:

- All forms must be emailed to chemistry@smu.ca by the deadline noted on the Department's Website and/or the Department's Job Board, 5th Floor, Science Building. All submissions must include all of the above required forms as attachments, in one email. **DO NOT SEND SEPARATE EMAILS WITH SEPARATE ATTACHMENTS.**

By person/local postal services:

- Completed application packages may be delivered to the Science Building Assignment Drop-off/Mail Box #23, 1st Floor Science Building.
 - *Alternatively* the applicant may mail their submission, with sufficient postage affixed to: Chemistry Department TA Program c/o Saint Mary's University, Chemistry Department 923 Robie St Halifax, NS (Canada) B3H 3C3.
 - **NOTE:** Saint Mary's University and the Department of Chemistry will not be liable for lost/misplaced/late applications submitted via postal service(s)

*No matter as to the choice the applicant chooses in submitting his/hers TA application, all applications **must** be received by the advertised deadline.*