

Application for Academic Assistant

Note: Please read the Policy and Procedures for the Appointment of Academic Assistants carefully before completing your application.

Term: Fall () Winter () Spring () Summer ()

Course Information

Course Number:	Instructor
Course Title	Course Enrollment
Any additional information, e.g. workload (attach course outline)	

Assistant Information

Last Name	First Name	Initials	
E-mail	Student/Employee ID	SIN	
Street Address	City/Town	Prov.	Postal Code
Academic Degree Program	Date Completed		
List any special qualifications or relevant experience			

Duties to Be Performed: () Marker () Lab Demonstrator () Lab Instructor
() Course Assistant () Lab Assistant () Other (specify) _____

Duration of Appointment:

Start Date	End Date	Number of Weeks
Number of hours for which you are applying.		
Instructor Signature	Chair/Dean Signature	

NOTE: Non-Canadians must obtain a valid work permit prior to commencement of duties. If this is approved, the academic assistant must register for employment at Human Resources before payment can be made. Instructors should inform their assistant of these requirements.

Return completed application form to:
The College of Extended Learning, 6 Duffie Drive, Fredericton, NB E3B 5A3 or fax to 506-453-3572

Office Use Only

Account number	Hours	Rate \$ _____	Amount \$ _____
Number of weeks	Signature Executive Director		
Date Processed			