

Application for Academic Assistant

Undergraduate Level

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

Fall Term: Winter Term:
Summer Term: Session A B C D E F

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:	
Street Address:	City/Town:	Prov.:	Postal Code:
UG Academic Degree Program:		Date Completed:	
List any special qualifications or relevant experience:			

Duties to Be Performed

Marker 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:		

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

Office Use Only

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

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. The Academic Assistant rate of pay is \$12.50 per hour.