

UNIVERSITY OF TORONTO MISSISSAUGA DEPARTMENT OF MANAGEMENT
Summer 2024 Session
Unit 3 Sessional Instructional Assistant Positions (Emergency posting)

These positions are posted in accordance with the [CUPE 3902, Unit 3 Collective Agreement](#)

The Department of Management has the following Sessional Instructional Assistant positions available for the Fall 2023 academic term and invites applications from suitably qualified candidates. No late applications can be considered.

All posted jobs are subject to the parameters as listed below:

Posting Date: April 25, 2024

Closing Date: April 29, 2024 (Applications must be sent to the jobs.utmm@utoronto.ca account by no later than 11:59pm).

Dates of Appointment: F courses run May 1, 2024 to June 30, 2024

Salary: Sessional Instructional Assistant, effective September 1, 2023, the minimum hourly rate shall be **\$52.26** + 4% vacation pay

Estimated Hours of Work: 0.75 per enrolled student

Application Procedure:

Only formal applications will be entertained. A SEPARATE application package is required for each course applied to. The application package for EACH course must

include a **single file in PDF format**, containing the following in order. Please **do not** submit your application form, CV and transcript as three separate files.

- 1) Complete application form available online here:
<https://www.utm.utoronto.ca/management/media/377/download?inline>
- 2) Current Curriculum Vitae (including valid e-mail address).

Submit completed application by email to: jobs.utmm@utoronto.ca

PDF File Format Name: "LastName, FirstName_Course Code"

Email Subject: "LastName, FirstName_Course Code"

Only offers of employment through the normal contracting process that originate from the administrative offices of the Department of Management are valid, all other offers made are void.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the diversification of ideas.

MANAGEMENT COURSES

F courses run May 1, 2024 – June 30, 2024 | Y courses run May 1, 2024 - August 31, 2024

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties
MGT010H5Y: Effective Business Practices and Leadership Skills Capstone	Section(s): Monday 5:00-7:00PM Est. Enrollment: 18 Number of positions: 1 (est.) Please check https://ttb.utoronto.ca/ for most up to date and accurate lecture and tutorial times.	Min. Requirement: Must have completed and achieved a minimum grade of “A” in MGT480 or equivalent course. Preferred Requirement: A Bachelor degree in Business/Commerce or related discipline, with a specialization in Human Resource Management (HRM) and/or Industrial Relations. Demonstrated expertise in the subject. Preference: PhD or MA students in HRM/Organizational Behaviour, and Industrial-Organizational Psychology. Preferred: experience in marking internship reports. Relevant Criterion Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.	a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students’ inquiries during office hours. c) Invigilate quizzes, tests & exams. d) Update material and grades on Quercus courseware. e) Attend weekly lecture and/or review lecture material. f) Conduct tutorials, which may include some lecturing a) Other duties as required.
MGT120H5F – Introduction to Financial Accounting Exclusion: MGM221H5 or MGAB01H3 and MGAB02H3 or RSM219H1 TA COORDINATOR POSITION	Section(s): LEC 0101 Tuesday 09:00-11:00AM Thursday 9:00-11:00AM TUT 0101 Tuesday 7:00-8:00PM Thursday 7:00-8:00PM Maximum enrolment per section: 150 (est.) Number of positions: 1 (est.)	Min. Requirement: Must have completed and achieved a minimum grade of “A” in MGT120/MGT220/MGT224 or equivalent course. Preferred Requirement: Preference given to those with prior coordinator experience in this course. Advanced degree desirable, proven course administration skills, and experience with management of large size	a) Course administration. b) TA supervision. c) Test/exam preparation & grading. d) Invigilate quizzes, tests & exams. e) Course support services, Student Services. f) Update material and grades on Quercus courseware. g) Other duties as required.

	<p>Please check https://ttb.utoronto.ca/ for most up to date and accurate lecture and tutorial times.</p>	<p>courses. Professional demeanor and ability to work effectively with a diverse student body. Prior experience as a TA for MGT120H5. Strong written and oral communication skills. Must be able to meet with instructor at UTM during business hours.</p> <p>Courseware support competencies: must be comfortable with internet-based course and grade delivery. Student services experience. Experience in setting up and delivering an Excel assignment and Data Analytics assignment.</p> <p>Relevant Criterion Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>	
<p>MGT150H5F - Financial Planning for Individuals</p>	<p>Section(s): LEC 0101 Monday 9:00-11:00AM Wednesday 9:00-11:00AM</p> <p>Maximum enrolment per section: 65 (est.)</p> <p>Number of positions: 1 (est.)</p> <p>Please check https://ttb.utoronto.ca/ for most up to date and accurate lecture and tutorial times.</p>	<p>Min. Requirement: Must have completed and achieved a superior grade in personal finance or equivalent course.</p> <p>Preferred Requirement: Preference given to applicants with previous TA experience in this or equivalent course(s). Preference given to UofT Graduate students.</p> <p>Relevant Criterion Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>	<p>a) Grading quizzes, tests, assignments & exams.</p> <p>b) Meet with or respond to students inquiries during virtual office hours.</p> <p>c) Invigilate quizzes, tests & exams.</p> <p>d) Update material and grades on Quercus courseware.</p> <p>e) Attend weekly lecture and/or review lecture material.</p> <p>f) Other duties as required.</p>

<p>MGT300H5F - Presentation Skills for Management</p> <p>Exclusion: MGT200H5</p> <p>Prerequisites: MGM101H5</p>	<p>Section(s): LEC 0101 Monday 11:00AM- 1:00PM Wednesday 11:00AM- 1:00PM</p> <p>Maximum enrolment per section: 40 (est.) Number of positions: 1 (est.)</p> <p>Please check https://ttb.utoronto.ca/ for most up to date and accurate lecture and tutorial times.</p>	<p>Min. Requirement: Must have completed and achieved a minimum grade of “A” in MGT200 or equivalent course.</p> <p>Preferred Requirement: A Bachelor degree in Business/Commerce or related discipline, with a specialization in communications.</p> <p>Relevant Criterion Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>	<ul style="list-style-type: none"> a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students’ inquiries during office hours. c) Invigilate quizzes, tests & exams. d) Update material and grades on Quercus courseware. e) Attend weekly lecture and/or review lecture material. f) Other duties as required.
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Notes:

1. This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement ([CUPE 3902, Unit 3 Collective Agreement](#)). The position(s) posted above is (are) tentative, pending final course determinations and enrolments.
2. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.
3. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.
4. Please note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and should not apply for positions posted under the Unit 3 collective agreement
5. Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting. Subsequent appointment obligations may be filled on any of the three campuses must also be included, where applicable.
6. By submitting an application, CV and UofT Transcript for this position, you will receive email notification of vacancies for Sessional Instructional Assistant within the Department of Management UTM for the next twenty-four (24) months.

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