

UNIVERSITY OF TORONTO MISSISSAUGA DEPARTMENT OF MANAGEMENT

Fall 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 2024 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: August 12, 2024**

**Closing Date: August 14, 2024**

**Dates of Appointment: F courses run September 1, 2024 to December 31, 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**.

1. Complete the corresponding application form linked beside **each** course you are applying for.
2. Application Package to be uploaded within the form: Resume in **PDF format**

**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.

**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.

**MANAGEMENT COURSES**  
**F courses run September 1<sup>st</sup>, 2024 – December 31<sup>st</sup>, 2024**

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties	Application Form
<p><b>MGM390H5F - Business Law</b></p> <p><b>Exclusion: MGM290H5 or MGT393H5 or RSM225H1 or MGSC32H3</b></p> <p><b>Prerequisites: MGM101H5 and MGM102H5</b></p>	<p><b>Section(s):</b> LEC0101 Wednesday 09:00 – 11:00</p> <p><b>Maximum enrolment per section:</b> 60 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Enrolled in 3rd year J.D. program at UofT Law School (having completed Business Organization); or have completed LL.B./J.D. degree and preferably a member of the Law Society of Ontario. Familiarity with Ontario core legal concepts/topics. Preference given to those with Prior TA experience in this and/or equivalent course.</p> <p><b>Preferred Requirement:</b> Preference given to those with prior TA experience and requisite law degree or law school program standing.</p>	<p>a) Grading quizzes, tests, assignments &amp; exams.  b) Meet with or respond to students' inquiries during office hours.  c) Invigilate quizzes, tests &amp; exams.  d) Update material and grades on Quercus courseware.  e) Attend weekly lecture and/or review lecture material.  Other duties as required.</p>	<p><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59598">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59598</a></p>

<p><b>MGM466H5F – Training &amp; Development</b></p> <p><b>Prerequisites: MGT260H5</b></p>	<p><b>Section(s):</b> LECO101 Tuesday 11:00-13:00</p> <p><b>Maximum enrolment per section:</b> 25 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGM466 or equivalent course. Excellent oral and written communication skills, Excel and on the learning management system used by the University of Toronto.</p> <p><b>Preferred Requirement:</b> 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.</p>	<ul style="list-style-type: none"> <li>a) Grading quizzes, tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students inquiries during virtual office hours.</li> <li>c) Invigilate quizzes, tests &amp; exams.</li> <li>d) Update material and grades on Quercus courseware.</li> <li>e) Attend weekly lecture and/or review lecture material.</li> <li>f) Conduct tutorials, which include some lecturing.</li> <li>g) Other duties as required.</li> </ul>	<p><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59599">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59599</a></p>
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<p><b>MGT120H5F - Introduction to Financial Accounting</b></p> <p><b>TA COORDINATOR POSITION</b></p> <p><b>Exclusion: MGM221H5 or MGAB01H3 and MGAB02H3 or RSM219H1</b></p>	<p><b>Section(s):</b>  LEC 0101 Tuesday 9:00-11:00  LEC 0102 Tuesday 11:00-13:00  LEC 0103 Tuesday 15:00-17:00   TUT 0101 Tuesday 17:00-18:00  TUT 0102 Tuesday 17:00-18:00  TUT 0103 Tuesday 18:00-19:00  TUT 0104 Tuesday 18:00-19:00</p> <p><b>Maximum enrolment per section:</b> 150 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT120/MGT220/MGT224 or equivalent course.</p> <p><b>Preferred Requirement:</b> 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 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. 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>	<ul style="list-style-type: none"> <li>a) Course administration.</li> <li>b) TA supervision.</li> <li>c) Test/exam preparation &amp; grading.</li> <li>d) Invigilate quizzes, tests &amp; exams.</li> <li>e) Course support services, Student Services.</li> <li>f) Update material and grades on Quercus courseware.</li> <li>g) Other duties as required.</li> </ul>	<p><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59597">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59597</a></p>
<p><b>MGT150H5F - Financial Planning for Individuals</b></p>	<p><b>Section(s):</b>  LEC0101 Monday 9:00-11:00  LEC0102 Monday 11:00-13:00</p> <p><b>Maximum enrolment per section:</b> 75 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a superior grade in MGT150 or an equivalent course.</p> <p><b>Preferred Requirement:</b> Preference given to applicants with previous TA experience in this or equivalent course(s). Preference given to UofT Graduate students.</p>	<ul style="list-style-type: none"> <li>a) Grading quizzes, tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students inquiries during virtual office hours.</li> <li>c) Invigilate quizzes, tests &amp; exams.</li> <li>d) Update material and grades on Quercus courseware.</li> <li>e) Attend weekly lecture and/or review lecture</li> </ul>	<p><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59600">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59600</a></p>

	lecture and tutorial times.		<p>material.</p> <p>f) Conduct tutorials, which may include some lecturing.</p> <p>g) Other duties as required.</p>	
<p><b>MGT262H5F – Psychology at Work</b></p> <p><b>Exclusion:</b> CCT324H5 or ERI260H5 or IRE260H1 or MGM300H5 or MGIB02H3 or PSY332H1 or RSM260H1 or WDW260H1</p>	<p><b>Section(s):</b> LEC0101 Wednesday 11:00-13:00 LEC0102 Thursday 13:00-15:00 LEC0103 Thursday 17:00-19:00</p> <p><b>Maximum enrolment per section:</b> 65 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT262 or equivalent course.</p> <p><b>Preferred Requirement:</b> 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.</p>	<p>a) Grading quizzes, tests, assignments &amp; exams.</p> <p>b) Meet with or respond to students inquiries during virtual office hours.</p> <p>c) Invigilate quizzes, tests &amp; exams.</p> <p>d) Update material and grades on Quercus courseware.</p> <p>e) Attend weekly lecture and/or review lecture material.</p> <p>a) Other duties as required.</p>	<p><a href="https://utmmentral.utm.utoronto.ca/form.aspx?id=59601">https://utmmentral.utm.utoronto.ca/form.aspx?id=59601</a></p>
<p><b>MGT300H5F: Presentation Skills for Management</b></p> <p><b>Exclusions:</b> MGT200H5</p> <p><b>Pre-requisites:</b> MGM101H5</p>	<p><b>Section(s):</b> LEC0101 Monday 9:00-11:00 LEC0102 Monday 11:00-13:00</p> <p><b>Maximum enrolment per section:</b> 40 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT300 or equivalent course.</p> <p><b>Preferred Requirement:</b> A bachelor's degree in business/Commerce or related discipline, with a specialization in communications.</p>	<p>a. Grading quizzes, tests, assignments &amp; exams.</p> <p>b. Meet with or respond to students’ inquiries during office hours.</p> <p>c. Invigilate quizzes, tests &amp; 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><a href="https://utmmentral.utm.utoronto.ca/form.aspx?id=59602">https://utmmentral.utm.utoronto.ca/form.aspx?id=59602</a></p>

<p><b>MGT321H5F – Audit &amp; Assurance</b></p> <p><b>Exclusion:</b> RSM323H1</p> <p><b>Prerequisites:</b> MGT224H5 or MGT225H5</p>	<p><b>Section(s):</b> LEC 0101 Monday 09:00-11:00</p> <p><b>Maximum enrolment per section:</b> 50 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> A Bachelor degree in Business/Commerce with relevant auditing courses <b>and</b> CPA with practical audit experience. Preference given to those with prior TA experience in this and/or equivalent course. Current knowledge of CAS.</p> <p><b>Preferred Requirement:</b> Professional accounting designation with CPA Audit experience and detailed understanding of CAS. Experience in marking professional examinations is an asset.</p>	<ul style="list-style-type: none"> <li>a) Grading quizzes, tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students inquiries during virtual office hours.</li> <li>c) Invigilate quizzes, tests &amp; exams (if available).</li> <li>d) Update material and grades on Quercus courseware.</li> <li>e) Other duties as required (e.g. assist in development of materials and assessment guides).</li> </ul>	<p><a href="https://utmcent ral.utm.utoronto.ca/form.aspx?id=59603">https://utmcent ral.utm.utoronto.ca/form.aspx?id=59603</a></p>
<p><b>MGT393H5F - Legal Environment of Business I</b></p> <p><b>Exclusion: MGM290H5 or MGSC30H3 or RSM225H1 or MGM390H5</b></p>	<p><b>Section(s):</b> LEC0101 Monday 13:00-15:00 LEC0102 Monday 15:00-17:00</p> <p><b>Maximum enrolment per section:</b> 60 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Enrolled in 3<sup>rd</sup> year J.D. program at UofT Law School (having completed Business Organization); or have completed LL.B./J.D. degree and preferably a member of the Law Society of Ontario. Familiarity with Ontario core legal concepts/topics. Preference given to those with Prior TA experience in this and/or equivalent course.</p> <p><b>Preferred Requirement:</b> Preference given to those with prior TA experience and requisite law degree or law school program standing.</p>	<ul style="list-style-type: none"> <li>a) Grading tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students inquiries as required.</li> <li>c) Invigilate tests &amp; exams (if available).</li> <li>d) Update material and grades on Quercus courseware.</li> <li>e) Other duties as required (e.g. assist in development of materials and assessment guides)</li> </ul>	<p><a href="https://utmcent ral.utm.utoronto.ca/form.aspx?id=59604">https://utmcent ral.utm.utoronto.ca/form.aspx?id=59604</a></p>
<p><b>MGT416H5F - Special Topics in Management (Organizational Change Management)</b></p>	<p><b>Section(s):</b> LEC0101 Tuesday 9:00-11:00</p> <p><b>Maximum enrolment per section:</b> 55 (est.)</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT363 or equivalent course.</p> <p><b>Preferred Requirement:</b> A Bachelor</p>	<ul style="list-style-type: none"> <li>a) Grading quizzes, tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students inquiries during virtual office hours.</li> </ul>	<p><a href="https://utmcent ral.utm.utoronto.ca/form.aspx?id=59605">https://utmcent ral.utm.utoronto.ca/form.aspx?id=59605</a></p>

	<p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p>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.</p>	<p>c) Invigilate quizzes, tests &amp; exams.</p> <p>d) Update material and grades on Quercus courseware.</p> <p>e) Attend weekly lecture and/or review lecture material.</p> <p>a) Other duties as required.</p>	
<p><b>MGT421H5F - Advanced Audit &amp; Assurance</b></p> <p><b>Exclusion: RSM423H1</b></p> <p><b>Prerequisites: MGT321H5</b></p>	<p><b>Section(s):</b> LECO101 Tuesday 11:00 – 13:00</p> <p><b>Maximum enrolment per section:</b> 45 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT421 or equivalent course.</p> <p><b>Preferred Requirement:</b> Professional accounting designation with practical audit experience and a detailed understanding of Canadian Auditing Standards (CAS). Experience in marking professional examinations is an asset.</p>	<p>a) Grading quizzes, tests, assignments &amp; exams.</p> <p>b) Meet with or respond to students inquiries during virtual office hours.</p> <p>c) Invigilate quizzes, tests &amp; 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><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59606">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59606</a></p>
<p><b>MGT422H5F - Advanced IT Audit and Data Analytics</b></p> <p><b>Exclusion: RSM427H1</b></p> <p><b>Prerequisites: MGT321H5</b></p>	<p><b>Section(s):</b> LECO101 Thursday 09:00 -- 11:00 TUT0101 Tuesday 17:00 – 18:00</p> <p><b>Maximum enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate</p>	<p><b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT422 or equivalent course.</p> <p><b>Preferred Requirement:</b> CPA with specialty EDP auditing (CISA preferred) or MMPA student.</p>	<p>a) Grading quizzes, tests, assignments &amp; exams.</p> <p>b) Meet with or respond to students inquiries during virtual office hours.</p> <p>c) Invigilate quizzes, tests &amp; exams.</p> <p>d) Update material and grades on Quercus courseware.</p> <p>e) Attend weekly lecture and/or review lecture material.</p>	<p><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59607">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59607</a></p>



	lecture and tutorial times.		g) Other duties as required.	
<b>MGT423H5F - Canadian Income Taxation I</b>  <b>Exclusion: MGAC50H3 or RSM324H1</b>  <b>Prerequisites: MGT120H5 and MGT220H5</b>	<b>Section(s):</b> LEC0101 Wednesday 09:00 - 11:00 LEC0102 Wednesday 11:00 - 13:00  TUT0101 Wednesday 18:00 - 19:00 TUT0102 Wednesday 19:00 - 20:00  <b>Maximum enrolment per section: 45 (est.)</b>  <b>Number of positions: 1 (est.)</b>  Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.	<b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT423 or equivalent course.  <b>Preferred Requirement:</b> Two tax courses in Canadian Income Taxation with a grade of A- or better. Work experience in tax is preferred.	a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students inquiries during virtual 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. g) Other duties as required.	<a href="https://utmmentral.utm.utoronto.ca/form.aspx?id=59608">https://utmmentral.utm.utoronto.ca/form.aspx?id=59608</a>
<b>MGT428H5F - Management Control</b>  <b>Exclusion: MGAD40H3 or RSM422H1</b>  <b>Prerequisites: MGT323H5</b>	<b>Section(s):</b> LEC0101 Monday 19:00-21:00  <b>Maximum enrolment per section: 45 (est.)</b>  <b>Number of positions: 1 (est.)</b>  Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.	<b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT428 or equivalent course. Must be available to conduct tutorial classes during scheduled times  <b>Preferred Requirement:</b> B.Com graduate with professional management control experience or suitably qualified graduate student.	a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students inquiries during virtual 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.	<a href="https://utmmentral.utm.utoronto.ca/form.aspx?id=59609">https://utmmentral.utm.utoronto.ca/form.aspx?id=59609</a>

<p><b>MGT455H5F - Marketing Consulting: Models for Analysis</b></p> <p><b>Exclusion: MGMD01H3</b></p> <p><b>Prerequisites: (MGT252H5 or MGM252H5) and (MGT218H5 or ECO220Y5 or STA221H5 or STA218H5)</b></p>	<p><b>Section(s):</b> PRA0101 Tuesday 17:00-19:00</p> <p><b>Enrolment per section:</b> 48 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p> <p>Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.</p>	<p><b>Min. Requirement:</b> Master or PhD student in business or economics who has taken MGT455 or equivalent courses plus at least another elective in Marketing with at least "A-".</p> <p><b>Preferred Requirement:</b> MBA student or PhD candidate majoring in Marketing.</p>	<ul style="list-style-type: none"> <li>a) Grading quizzes, tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students inquiries during virtual office hours.</li> <li>c) Invigilate quizzes, tests &amp; exams.</li> <li>d) Update material and grades on Quercus courseware.</li> <li>e) Attend weekly lecture and/or review lecture material.</li> <li>f) Other duties as required.</li> </ul>	<p><a href="https://utmmcentral.utm.utoronto.ca/form.aspx?id=59610">https://utmmcentral.utm.utoronto.ca/form.aspx?id=59610</a></p>
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