

**CUPE 3902, UNIT 3
Summer 2018**

The Master of Management & Professional Accounting Program invite applications for Sessional Instructional Assistant Positions as listed in the SIA Posting Listing. **Please note that some position announcements and all the hours listed for each position are tentative, pending final determination of course offerings and enrolments.** All positions are on the University of Toronto Mississauga Campus, unless otherwise noted.

Salary rates are in accordance with the CUPE 3902, Unit 3 Collective Agreement.
The current rates of pay are as follows:

Undergraduate:	\$44.44 per hour
SGS I (Masters):	\$44.44per hour
SGS II (Ph.D.):	\$44.44 per hour
Assistant Invigilator:	\$29.28 per hour

Appointment period will be: As indicated on the MMPA SIA Positions Listing.

Job Posting date: April 10, 2018

Individuals interested in these positions should apply no later than **April 24, 2018**

Please complete the General Application Form which can be found at
<http://www.utm.utoronto.ca/imi/sites/files/imi/public/shared/pdfs/CUPE3902ApplicationForm%20-%20IMI.pdf>

ONLY FORMAL APPLICATIONS IN WRITING WILL BE CONSIDERED.
A resume and a photocopy of marks must accompany applications for EACH course.

Please forward completed applications via email to –

Rima Abu-Shakra, Program Coordinator – r.abu.shakra@utoronto.ca

**MASTER OF MANAGEMENT & PROFESSIONAL ACCOUNTING PROGRAM
SUMMER 2018 SESSIONAL INSTRUCTIONAL ASSISTANT POSITIONS**

UNIT 3

Course Number & Title	Instructor	Date of Appointments (est.)	Course Enrollment (est.)	Size of Appointment (hours)	Qualifications	Duties
MGT 1221H Accounting I (Financial)	M. Schneider	May - August 2018	45-50	75 hrs	CPA, CA (qualified) with professional marking experience	(a) Marking assignments (b) Invigilation (tests & exam) (c) Tutorials
MGT 1362H Administrative Theory	D. Zweig	May - - August 2018	85	100 hrs	MA or PhD	(a) Marking assignments (b) Invigilation (tests & exam) (c) Case Support
MGT2251 Financial Reporting II	I. Wiecek	May – August 2018	85	110 hrs	CPA,CA designation and professional marking experience preferred	(a) Assist in grading (b) Hold labs and/or tutorials (c) Invigilate (tests & exam)
MGT 2004H Advanced Strategic Mgmt	P. Meredith	May 2018	83	90 hrs	MGT. 1301, 2007 or equivalent	(a)Marking & Case Support (Primary) (b)Compilation of marks and grading class participation (c)Invigilation (tests & exam)
MGT 2200H Government & Non-for-Profit Accounting	I. Wiecek	May – August 2018	83	150 hrs	CPA, CA (qualified) with significant professional marking experience	(a) Creating and marking assignments (b) Invigilation (tests & exam) (c) Individual debrief with students (d) Tutorials (e) Maintain and track grade
MGT 2283H Integration & Professional Decision-Making Initiatives II	A. Iqbal M. Schneider	May – August 2018	83	340 hrs	CPA, CA (qualified) with significant professional marking experience (multiple TA s may be hired for this course)	(a) Creating and marking assignments (b) Invigilation (tests & exam) (c) Individual debrief with students (d) Tutorials (e) Maintain and track grades
MGT 2284H Capstone – Integrative Board Report	M. Schneider	May - August 2018	83	170 hrs	CPA, CA (qualified) with significant professional marking experience (multiple TA s may be hired for this course with different skill sets for different tasks)	(a) Creating and marking assignments (b) Invigilation (tests & exam) (c) Individual debrief with students (d) Tutorials (e) Maintain and track grades
MGT 2208H Taxation 3	A. Iqbal	May – August 2018	83	150 hrs	CPA, CA designation or MTAX with previous marking experience	(a) Assist in marking (b) Assist in preparing cases (c) Assist with tutorials (d) Invigilation (tests & exam)
MGT2301 Financial Management	O. Yung	May - August 2018	83	100 hrs	Graduate Degree	(a) Assist in marking (b) Invigilation (tests & exam)
MGT 2200H (12M) Government & Non-for-Profit Accounting	I. Wiecek	May – August 2018	40	40 hrs	CPA, CA (qualified) with significant professional marking experience	(a) Creating and marking assignments (b) Invigilation (tests & exam) (c) Individual debrief with students (d) Tutorials (e) Maintain and track grades

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UNIT 3

MGT 2004H (12M) Advanced Strategic Mgmt	P. Meredith	May 2018	40	40 hrs	MGT. 1301, 2007 or equivalent	(a) Marking & Case Support (Primary) (b) Compilation of marks and grading class participation (c) Invigilation (tests & exam)
MGT 2208H (12M) Taxation 3	A. Iqbal	May – August 2018	40	40 hrs	CPA, CA designation or MTAX with previous marking experience	(a) Assist in marking (b) Assist in preparing cases (c) Assist with tutorials (d) Invigilation (tests & exam)
MGT 2282B (12M)	E. Schumann	May August 2018	40	50 hrs	CA, CPA (qualified) with significant professional marking experience (multiple TA s may be hired for this course)	Creating and marking assignments; Invigilate; Individual debrief with students; Tutorials; Maintain and track grades
MGT 2283H (12M) Integrative & Professional Decision-Making Initiative II	M. Schneider A. Iqbal	May – August 2018	40	100 hrs	CPA, CA (qualified) with significant professional marking experience (multiple TA s may be hired for this course)	(a) Creating and marking assignments (b) Invigilation (tests & exam) (c) Individual debrief with students (d) Tutorials (e) Maintain and track grades
MGT 2284H (12M) Capstone – Integrative Board Report	M. Schneider	May – August 2018	40	50 hrs	CPA, CA (qualified) with significant professional marking experience (multiple TA s may be hired for this course)	(a) Creating and marking assignments (b) Invigilation (tests & exam) (c) Individual debrief with students (d) Tutorials (e) Maintain and track grades
CFE Practice & Mock Exam	A. Iqbal	May – August 2018	100-125	386 hrs	CPA, CA designation with significant professional marking and exam debriefing experience (multiple TA s may be hired for this course)	Help create and grade CFE Practice & Mock exams Prepare feedback for students Individual debriefing where necessary Invigilation at all challenge/comprehensive /practice exams Keep track of and analyze student responses by competency area Liaise with Securexam TA
Challenge Exam	Irene Wiecek	May 2018	100-125	55 hrs	CPA, CA designation with significant marking and exam debriefing experience	Help create and grade challenge exam Prepare feedback for students Individual debriefing where necessary Invigilation Keep track of an analyze responses by competency area Liaise with Securexam TA for tracking and feedback purposes

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Assistant Invigilator Position	Various	May – December 2018	45-90	Hrs assigned as required (ie.2 to 3 hrs per course)		<p>Invigilating: Test, Midterm, Final and Supplemental Exams Assist in supervising the delivery of the exam and documentation. Make announcements and report students problems Ensure that students comply with regulation with respect to exams Ensure that all mobiles and electronic devices are placed away from students Accompany students to the washrooms Collect all exams and ensure all exam are accounted for and placed in alpha order.Observe each candidate in the examination room at all times Experience with Secureexam preferred</p> <p>Invigilators MUST NOT:</p> <p>Carry out any other task (for example, reading a book, checking phones) in the examination room</p> <p>Please submit application form-Unit 1&3</p>
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NOTES:

- 1) Department Standards and Policies are available in the departmental office and in the CUPE, Local 3902 office.
- 2) Should rates stipulated in the collective agreement vary from rates in posting, the rates stated in the collective agreement shall prevail.