

**UNIVERSITY OF TORONTO MISSISSAUGA**  
**DEPARTMENT OF MANAGEMENT**  
**Summer 2024 Session (May - August)**  
**Teaching Assistant Positions (U of T students only)**

These positions are posted in accordance with the [CUPE 3902, Unit 1 Collective Agreement](#)

The Department of Management has the following Teaching Assistant positions available for the Summer 2024 academic term and invites applications from suitably qualified candidates. No late applications can be considered. A list of all courses offered by the Department of Management and their exclusions can be found in the [Academic Calendar](#).

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

**Posting Date: March 14, 2024**

**Closing Date: April 5, 2024, 11:59 pm** Applicants can expect to hear back within 3 weeks of the closing date.

**Dates of Appointment: F courses run May 1, 2024 – June 30, 2024 | Y courses run May 1, 2024 - August 31, 2024**

**Salary:** The salary rate (+ 4% vacation), in accordance with the CUPE 3902, Unit 1 Collective Agreement effective January 1, 2023, is as follows:

Undergraduate	\$47.64
SGSI	\$47.64
SGSII	\$47.64
Assistant Invigilator	\$31.39

**Estimated Hours of Work:** 0.75 per enrolled student

**Application Procedure:**

Only formal applications will be entertained. A separate application is required for each course applied to. The application package (Resume, Transcript and Teaching Experience form must be submitted in one PDF document on the MS form). 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 the corresponding application form for **each** course you are applying for.
2. Application Package to be uploaded (the following must be combined into a **single** PDF document):
  - a. Teaching Assistant Experience form: <https://www.utm.utoronto.ca/management/media/4265/download?inline>
  - b. Current Resume (including valid e-mail address).
  - c. Official or unofficial academic transcript(s).
3. **PDF File Format Name:** "LastName, FirstName\_Course Code"

## Notes:

1. This posting is in accordance with the CUPE 3902 Unit 1 Collective Agreement (<http://agreements.hrandequity.utoronto.ca/>). *Positions posted here are open to **Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.*** Those that do not fall in to this category should not apply for these positions. They should instead apply for positions posted under the Unit 3 collective agreement when available.
2. Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.
3. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.
4. Only offers of employment through the normal contracting process that originate from the administrative offices of the Department are valid, all other offers made are void.
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.
6. The hiring criteria for Teaching Assistant positions are academic qualifications, the need to acquire experience, previous experience and previous satisfactory employment under the provisions of this Collective Agreement.
7. The positions posted below are tentative, pending final course determinations and enrolments.
8. The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca).
9. During employment, to request accommodation from the University, please contact Health & Wellbeing Programs & Services at [hwb@utoronto.ca](mailto:hwb@utoronto.ca) and/or **Program Coordinator, Department of Management** (KN 216) Kaneff Building, 3359 Mississauga Road, Mississauga, ON, L5L 1C6, 905-828-5309 | [jobs.utmm@utoronto.ca](mailto:jobs.utmm@utoronto.ca). For more information about accommodations at U of T, please visit our Accommodation webpage.
10. Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.
11. The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.
12. By submitting an application, CV and UofT Transcript for this position, you will receive email notification of vacancies for Teaching Assistant within the Department of Management UTM for the next sixteen (16) months.

## 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	Application Form
<b>MGM101H5F - Introduction to Management Functions</b>  <b>Exclusion:</b> <b>MGTA05H3 or MGTA01H3 and MGTA02H3 or RSM100Y1 or MGT100H1</b>	<b>Section(s):</b> LEC 0101 Tuesday 3:00-5:00PM Thursday 3:00-5:00PM  <b>Maximum enrolment per section:</b> 150 (est.)  <b>Number of positions:</b> 1 (est.)  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 superior grade in MGM101  <b>Preferred Requirement:</b> Preference given to applicants with previous TA experience in this or equivalent course(s). Preference given to UofT Graduate students.  <b>Relevant Criterion</b> The need to acquire experience is the more relevant criterion than previous 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) Other duties as required	<a href="https://forms.office.com/r/DRWKgHNM7r">https://forms.office.com/r/DRWKgHNM7r</a>
<b>MGM102H5F - Management in a Changing Environment</b>  <b>Prerequisites: A minimum grade of 63% in MGM101H5</b>	<b>Section(s):</b> LEC 0101 Tuesday 5:00-7:00PM Thursday 5:00-7:00PM  <b>Maximum enrolment per section:</b> 100 (est.)  <b>Number of positions:</b> 1 (est.)  Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and	<b>Min. Requirement:</b> Must have completed and achieved a minimum grade of "A-" in MGM102 or equivalent course.  <b>Preferred Requirement:</b> Preference given to applicants with previous TA experience in this or equivalent course(s). Preference given to UofT Graduate students.  TAs must be available on evenings and/or weekends for invigilation.	a) Grading quizzes, tests, assignments & exams. b) As necessary, meet with or respond to students' inquiries related to assigned duties. c) Invigilate quizzes, tests & exams. d) Update material and grades on Quercus courseware. e) Review lecture material related to assigned duties.	<a href="https://forms.office.com/r/2SMN2S3gjC">https://forms.office.com/r/2SMN2S3gjC</a>

	accurate lecture and tutorial times.	<b>Relevant Criterion</b> Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.	f) Other duties as required.	
<b>MGT010H5Y: Effective Business Practices and Leadership Skills Capstone</b>	<b>Section(s):</b> Monday 5:00-7:00PM  Est. Enrollment: 18  <b>Number of positions:</b> 1 (est.)  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 MGT480 or equivalent course.  <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. Preferred: experience in marking internship reports.  <b>Relevant Criterion</b> 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 g) Other duties as required.	<a href="https://forms.office.com/r/YmcRRPtyiB">https://forms.office.com/r/YmcRRPtyiB</a>
<b>MGT120H5F – Introduction to Financial Accounting</b>  <b>Exclusion:</b> <b>MGM221H5 or MGAB01H3 and MGAB02H3 or RSM219H1</b>	<b>Section(s):</b> LEC 0101 Tuesday 09:00-11:00AM Thursday 9:00-11:00AM  TUT 0101 Tuesday 7:00-8:00PM Thursday 7:00-8:00PM <b>Maximum enrolment per section:</b> 150 (est.)	<b>Min. Requirement:</b> Must have completed and achieved a minimum grade of "A" in MGT120/MGT220/MGT224 or equivalent course.  <b>Preferred Requirement:</b> Experience in marking accounting tests, assignments and examination. Must have completed MGT220 and MGT224.	a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students inquiries during office hours c) Invigilate quizzes, tests & exams. d) May conduct tutorials, which may include some lecturing.	<a href="https://forms.office.com/r/iey3BXaRyv">https://forms.office.com/r/iey3BXaRyv</a>

	<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>Relevant Criterion</b></p> <p>Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>	e) Other duties as required.	
<p><b>MGT120H5F – Introduction to Financial Accounting</b></p> <p><b>Exclusion:</b> <b>MGM221H5 or MGAB01H3 and MGAB02H3 or RSM219H1</b></p> <p><b>TA COORDINATOR POSITION</b></p>	<p><b>Section(s):</b> LEC 0101 Tuesday 09:00-11:00AM Thursday 9:00-11:00AM</p> <p>TUT 0101 Tuesday 7:00-8:00PM Thursday 7:00-8:00PM</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> <p><b>Relevant Criterion</b></p> <p>Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>	<p>a) Course administration.</p> <p>b) TA supervision.</p> <p>c) Test/exam preparation &amp; grading.</p> <p>d) Invigilate quizzes, tests &amp; exams.</p> <p>e) Course support services, Student Services.</p> <p>f) Update material and grades on Quercus courseware.</p> <p>g) Other duties as required.</p>	<p><a href="https://forms.office.com/r/h4Q2cnfV7n">https://forms.office.com/r/h4Q2cnfV7n</a></p>

<b>MGT150H5F - Financial Planning for Individuals</b>	<p><b>Section(s):</b> LEC 0101 Monday 9:00-11:00AM Wednesday 9:00-11:00AM</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 superior grade in personal finance or 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> <p><b>Relevant Criterion</b> 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"> <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>	<a href="https://forms.office.com/r/1am5Wki7Kg">https://forms.office.com/r/1am5Wki7Kg</a>
<b>MGT300H5F - Presentation Skills for Management</b>  <b>Exclusion:</b> <b>MGT200H5</b>  <b>Prerequisites:</b> <b>MGM101H5</b>	<p><b>Section(s):</b> LEC 0101 Monday 11:00AM- 1:00PM Wednesday 11:00AM- 1:00PM</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 MGT200 or equivalent course.</p> <p><b>Preferred Requirement:</b> A Bachelor degree in Business/Commerce or related discipline, with a specialization in communications.</p> <p><b>Relevant Criterion</b> 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"> <li>a) Grading quizzes, tests, assignments &amp; exams.</li> <li>b) Meet with or respond to students’ inquiries during 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>	<a href="https://forms.office.com/r/wPYi5e44PW">https://forms.office.com/r/wPYi5e44PW</a>

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