Sessional Instructional Assistant positions

The Master of Management of Innovation (MMI) program in the Institute for Management & Innovation has the following Sessional Instructional Assistant positions available for the Fall 2021 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 3, 2021

**Closing Date:** August 17, 2021

**Dates of Appointment:** Appointment periods for F courses run September 1, 2021 through December 31, 2021.

**Salary:** Sessional Instructional Assistant, effective September 1, 2020, the minimum hourly rate shall be $46.92 + 4% vacation pay (CUPE dues deducted by accounting officer)

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

ONLY FORMAL APPLICATIONS, IN WRITING, WILL BE ENTERTAINED. A SEPARATE completed application form is required for each course applied to. EACH course applied for must include: one completed Institute for Management and Innovation application form (including valid e-mail address), resume and a copy of marks.

Application forms are now available at the Institute for Management and Innovation, Room 2262, Innovation Complex or online at:


Please forward completed applications to:

**By Email to:** mmi.utm@utoronto.ca

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

Only applicants who have been chosen for a position will be contacted.

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 further diversification of ideas.
## MASTER OF MANAGEMENT OF INNOVATION COURSES

**F courses run September 1, 2021 through to December 31, 2021**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Class Time, Enrollment (est.), number of positions (est.)</th>
<th>Qualifications</th>
<th>Description of Duties</th>
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| MMI1030H Marketing Science      | Section(s): Tuesdays 3 pm – 6 pm  
Enrolment per section: 30 (est.)  
Number of positions: 1 (est.) | Preferably a PhD student or a suitable qualified graduate student. | a. Being available online during class hours for synchronous sessions  
b. Marking assignments, having done suitable preparation (careful reading of cases).  
c. Meet with students on an occasional basis to discuss assignments.  
d. Invigilating the final exam.  
e. Assist in marking of tests and final exam.  
f. Use Quercus. Consult with students by email. |
| MMI1060H Finance                | Section(s):  
LEC 0101 Tuesdays 10 am – 12 pm  
Enrolment per section: 30 (est.)  
Number of positions: 1 (est.) | Graduate student in Finance or Economics who has completed upper-level undergraduate courses and graduate level finance courses specifically in Corporate Finance. Must be comfortable running synchronous online tutorials and office hours.  
Preferred Requirement: Professional accounting or finance designation, such as CPA or CFA. | a. Marking tests and exams using online tools (e.g. Canvas, Crowdmark).  
b. Meet with students virtually for tutorials, and on an occasional basis for office hours.  
c. Invigilating the midterm and final exam.  
d. Use Quercus (Canvas).  
e. Consult with students by email.  
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Notes:
1. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.  
2. The positions posted above are tentative, pending final course determinations and enrolments.  

This job is posted in accordance with the CUPE 3902, Unit 3 Collective Agreement.