CUPE 3902, UNIT 1  
Summer 2020

The Master of Management & Professional Accounting Program invite applications for Teaching Assistant Positions as listed in the TA 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 1 Collective Agreement. The current rates of pay are as follows:

- Undergraduate: $46.24 per hour
- SGS I (Masters): $46.24 per hour
- SGS II (Ph.D.): $46.24 per hour
- Assistant Invigilator: $30.47 per hour

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

Job Posting date: April 9, 2020
Individuals interested in these positions should apply no later than Monday – April 20, 2020

Please complete the General Application Form, which can be found at http://www.utm.utoronto.ca/imi/sites/files/imi/public/users/suracist/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 -

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

Please note only the successful candidates will be contacted
<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Instructor</th>
<th>Date of Appointments (est.)</th>
<th>Course Enrollment (est.)</th>
<th>Size of Appointment (hours)</th>
<th>Qualifications</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT1210 Micro Economics</td>
<td>V. Aivazian</td>
<td>May – August 2020</td>
<td>40-50</td>
<td>64 hrs</td>
<td>Prefer PhD or MA in Economics;</td>
<td>(a) Tutoring (b) Virtual Office hours (c) Grading (d) On-line invigilation (where required)</td>
</tr>
<tr>
<td>MGT 1211H Macro Economics (Environment of Business)</td>
<td>G. Georgopulos</td>
<td>May – August 2020</td>
<td>40-50</td>
<td>45 hrs</td>
<td>Prefer MA in Economics; 2nd choice would be undergrad degree in Economics</td>
<td>(a) Tutoring (b) On-line invigilation (where required) (c) Marking assignments</td>
</tr>
<tr>
<td>MGT 1221H Accounting I (Financial)</td>
<td>M. Schneider</td>
<td>May - August 2020</td>
<td>40-50</td>
<td>75 hrs</td>
<td>CPA, CA (qualified) with professional marking experience</td>
<td>(a) Marking assignments (b) On-line invigilation (where required) (c) Tutorials</td>
</tr>
<tr>
<td>MGT 1222H Accounting II (Management)</td>
<td>E. Schumann</td>
<td>May – August 2020</td>
<td>40-50</td>
<td>45 hrs</td>
<td>MGT 1222 or equivalent with at least an A grade. Marking experience preferred. Professional Qualifications (CPA) preferred.</td>
<td>(a) Marking test &amp; assignments (b) Tutoring students as required (c) On-line invigilation (where required) (d) Recording marks</td>
</tr>
<tr>
<td>MGT 1250H Marketing</td>
<td>P. Aggarwal</td>
<td>May - August 2020</td>
<td>40-50</td>
<td>45 hrs</td>
<td>MBA with above-average performance in MGT 1368, with as many marketing courses as possible; or PhD student with marketing background. Experience with case writing and discussion a MUST</td>
<td>(a) Grading assignments (b) Tutoring (c) On-line invigilation (where required)</td>
</tr>
<tr>
<td>MGT 1382H Statistics for Management</td>
<td>G. Trippen Y. Xu</td>
<td>May – August 2020</td>
<td>40-50</td>
<td>62 hrs</td>
<td>MGT 1382 or equivalent with at least A grade; strong Excel, teaching and communication skills</td>
<td>(a) Tutoring (b) Marking mid-term &amp; Excel assignments (c) compile marks (Excel, Portal &amp; UTOR submit) (d) On-line invigilation (where required)</td>
</tr>
<tr>
<td>MGT 1241H Operations Management</td>
<td>D. Hermel</td>
<td>May – August 2020</td>
<td>75</td>
<td>80 hrs</td>
<td>MGT 1241 or equivalent; Quantitative &amp; Excel skills;</td>
<td>(a) Marking cases and (Excel Assignments) (b) Compile marks (c) On-line invigilation (where required)</td>
</tr>
<tr>
<td>MGT 1301H Strategic Management</td>
<td>V. Aivazian K. Yousie</td>
<td>May – August 2020</td>
<td>75</td>
<td>125 hrs</td>
<td>Prefer PhD or Masters student in Strategy and / or Economics.</td>
<td>(a) Marking online assignments, exams, and cases, (b) Maintaining the course gradebook. (c) Responding to student inquiries and providing Quercus support as required</td>
</tr>
<tr>
<td>MGT 1362H Administrative Theory</td>
<td>D. Zweig</td>
<td>May - August 2020</td>
<td>75</td>
<td>100 hrs</td>
<td>MA or PhD in I/O Psychology, Organizational Behaviour</td>
<td>(a) Marking assignments online (b) Quercus support and class management for online classes (c) virtual office hours (d) support for managing online delivery of classes</td>
</tr>
<tr>
<td>MGT 2014H Business Law</td>
<td>M. Schneider</td>
<td>May – August 2020</td>
<td>75</td>
<td>90 hrs</td>
<td>2nd Year Law student/Ontario qualified lawyer with corporate commercial experience/previous marking experience</td>
<td>(a) Marking assignments (b) Maintain grades records (c) On-line invigilation (where required)</td>
</tr>
<tr>
<td>MGT2251 Financial Reporting II</td>
<td>I. Wiecik</td>
<td>May – August 2020</td>
<td>75</td>
<td>110 hrs</td>
<td>CPA,CA designation and professional marking experience preferred</td>
<td>(a) Assist in grading (b) Hold labs and/or tutorials (c) On-line invigilation (where required)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Instructor</td>
<td>Dates</td>
<td>Hours</td>
<td>Requirements</td>
<td>Duties</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| MGT 2261H  | Advanced Mgmt Accounting                              | D. Vyas    | May – August 2020 | 75    | PhD or MA in Accounting.                                                      | (a) Marking assignments  
(b) Assist in grading mid-term exam  
(c) On-line invigilation (where required) |
| MGT 2281   | Mergers, Acquisitions & Valuation                     | V. Aivazian| May – August 2020 | 75    | Prefer PhD or MA student in Finance or Financial Economics.                  | (a) Marking assignments, midterms & exams  
(b) On-line invigilation (where required) |
| MGT 2282A  | Integration & Professional Decision-Making Initiatives I | W. Rotenberg| May – August 2020 | 75    | Experience using Quercus Online Learning System Tools, Graduate or Professional Program Student | (a)Quercus support and class management for online delivery. |
| MGT 2004H  | Advanced Strategic Mgmt                               | P. Meredith| May 2020       | 83    | MGT. 1301, 2007 or equivalent                                                | (a)Marking & Case Support (Primary)  
(b)Compilation of marks and grading class participation  
(c)On-line invigilation (where required) |
| MGT 2200H  | Government & Non-profit Accounting                    | E. Zuliani | May – August 2020 | 83    | CPA, CA (qualified) with significant professional marking experience         | (a) Creating and marking assignments  
(b)Assist with online evaluation  
(c) Individual debrief with students  
(d) Facilitate a drop-in center /tutorial  
(e) Maintain and track grades |
| MGT 2283H  | Integration & Professional Decision-Making Initiatives II | A. Iqbal  
M. Schneider | May – August 2020 | 83    | CPA, CA (qualified) with significant professional marking experience (multiple TAs may be hired for this course) | (a) Creating and marking assignments  
(b) On-line invigilation (where required)  
(c) Individual debrief with students  
(d) Tutorials  
(e) Maintain and track grades |
| MGT 2283H  | Integration & Professional Decision-Making Initiatives II | M. Schneider | May - August 2020 | 83    | CPA, CA (qualified) with significant professional marking experience (multiple TAs may be hired for this course with different skill sets for different tasks) | (a) Creating and marking assignments  
(b) On-line invigilation (where required)  
(c) Individual debrief with students  
(d) Tutorials  
(e) Maintain and track grades |
| MGT 2288H  | Taxation 3                                            | A. Iqbal   | May – August 2020 | 83    | CPA, CA designation or MTAX with previous marking experience                | (a) Assist in marking  
(b) Assist in preparing cases  
(c) Assist with tutorials  
(d) On-line invigilation (where required) |
| MGT 2301   | Financial Management                                  | O. Yung    | May - August 2020 | 83    | Graduate Degree                                                             | (a) Assist in marking  
(b) On-line invigilation (where required) |
| MGT 1241H  | Operations Management                                 | D. Hermel  | May - August 2020 | 38    | MGT 1241 or equivalent; Quantitative & Excel skills;                       | (a) Marking cases and Excel Assignments  
(b) Compile marks (Excel, Portal &UTOR submit)  
(c) On-line invigilation (where required) |
| MGT 2200H  | Government & Non-profit Accounting                    | E. Zuliani | May – August 2020 | 38    | CPA, CA (qualified) with significant professional marking experience        | (a) Creating and marking assignments  
(b)Assist with online evaluation  
(c) Individual debrief with students  
(d) Facilitate a drop-in center /tutorial  
(e) Maintain and track grades |
### MASTER OF MANAGEMENT & PROFESSIONAL ACCOUNTING PROGRAM
### SUMMER 2020 TEACHING ASSISTANT POSITIONS

#### UNIT 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Dates</th>
<th>Hrs/Week</th>
<th>Course Requirements</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| MGT 2004H (12M) | Advanced Strategic Mgmt | P. Meredith | May 2020 | 38 | 40 hrs | MGT. 1301, 2007 or equivalent | (a) Marking & Case Support (Primary)  
(b) Compilation of marks and grading class participation  
(c) On-line invigilation (where required) |
| MGT 2208H (12M) | Taxation 3 | A. Iqbal | May – August 2020 | 38 | 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) On-line invigilation (where required) |
| MGT 2282B (12M) | Integration and Professional Decision-Making Initiatives I | E. Schumann | May – August 2020 | 38 | 50 hrs | CA, CPA (qualified) with significant professional marking experience (multiple TAs may be hired for this course) | (a) Creating and marking assignments  
(b) On-line invigilation (where required)  
(c) Individual debrief with students  
(d) Maintain and track grades |
| MGT 2283H (12M) | Integrative & Professional Decision-Making Initiative II | M. Schneider, A. Iqbal | May – August 2020 | 38 | 100 hrs | CPA, CA (qualified) with significant professional marking experience (multiple TAs may be hired for this course) | (a) Creating and marking assignments  
(b) On-line invigilation (where required)  
(c) Individual debrief with students  
(d) Tutorials  
(e) Maintain and track grades |
| MGT 2284H (12M) | Capstone – Integrative Board Report | M. Schneider | May – August 2020 | 38 | 50 hrs | CPA, CA (qualified) with significant professional marking experience (multiple TAs may be hired for this course) | (a) Creating and marking assignments  
(b) On-line invigilation (where required)  
(c) Individual debrief with students  
(d) Tutorials  
(e) Maintain and track grades |
| Presentation of Self – Writing/Editing | A. Noble | June – September 2020 | 85-90 | 180 hrs | Senior MMPA Student (or student with equivalent writing skills) and excellent knowledge of writing technique. Multiple TAs’s may be hired) | (a) Reviewing and critiquing students’ written work including resumes and cover letters  
(b) Tutoring  
(c) In-class small group support |

**Please note:**
ALL applicants (including returning TAs) must  
a) Submit a cover letter that includes a statement of how the applicant feels he/she can contribute to this support, and  
b) Include an updated resume  
Applications without (a) and (b) above will not be considered.

---

**Presentation of Self – Practice Interviews**

<table>
<thead>
<tr>
<th>Instructor(s)</th>
<th>Dates</th>
<th>Hrs/Week</th>
<th>Must</th>
<th>Must</th>
</tr>
</thead>
</table>
| A. Noble | Same as above | Included in the above posting | **Please note:**  
ALL applicants (including returning TAs) must  
a) | Assisting with Practice Behavioural interviews only |
MASTER OF MANAGEMENT & PROFESSIONAL ACCOUNTING PROGRAM
SUMMER 2020 TEACHING ASSISTANT POSITIONS

UNIT 1

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Dates</th>
<th>Hours</th>
<th>Details</th>
</tr>
</thead>
</table>
| CFE Practice & Mock Exam     | A. Iqbal   | May – August 2020| 100-125 | 386 hrs  
CPA, CA designation with significant professional marking and exam debriefing experience (multiple TAs may be hired for this course)  
(a) Help create and grade CFE Practice & Mock exams  
(b) Prepare feedback for students  
(c) Individual debriefing where necessary  
(d) On-line invigilation (where required) at all challenge/comprehensive/practice exams  
(e) Keep track of and analyze student responses by competency area |
| Challenge Exam               | I. Wiecek  | May 2020         | 100-125 | 55 hrs  
CPA, CA designation with significant marking and exam debriefing experience  
(a) Help create and grade challenge exam  
(b) Prepare feedback for students  
(c) Individual debriefing where necessary  
(d) On-line invigilation (where required)  
(e) Keep track of and analyze responses by competency area |
| Assistant Invigilator Position | Various   | May – December 2020 | 45-90 | Hrs assigned as required (ie.2 to 3 hrs per course)  
(a) On-line Invigilation: Test, Midterm, Final and Supplemental Exams  
(b) Assist in supervising the delivery of the exam and documentation.  
(c) Make announcements and report students problems  
(d) Ensure that students comply with regulation with respect to online exams  
(e) Ensure that all mobiles and electronic devices are placed away from students  
**Invigilators MUST NOT:**  
Carry out any other task (for example, reading a book, checking phones) in the examination period |

**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.