

MASTER OF MANAGEMENT & PROFESSIONAL ACCOUNTING PROGRAM
SUMMER 2019 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 2019	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 2019	85	100 hrs	MA or PhD	(a) Marking assignments (b) Invigilation (tests & exam) (c) Case Support
MGT 2014H Business Law	M. Schneider	May – August 2019	85	90 hrs	2 nd Year Law student/Ontario qualified lawyer with corporate commercial experience/previous marking experience	(a) Marking assignments (b) Maintain grades records (c) Invigilation (tests & exam)
MGT2251 Financial Reporting II	I. Wiecek	May – August 2019	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 2019	83	90 hrs	CPA,CA designation and professional marking experience preferred	(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 2019	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 2019	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 2019	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 2019	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 2019	83	100 hrs	Graduate Degree	(a) Assist in marking (b) Invigilation (tests & exam)

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MGT 2200H (12M) Government & Non-for-Profit Accounting	I. Wiecek	May – August 2019	45	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
MGT 2004H (12M) Advanced Strategic Mgmt	P. Meredith	May 2019	45	40 hrs	CPA,CA designation and professional marking experience preferred	(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 2019	45	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 2019	45	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 2019	45	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 2019	45	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 2019	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 2019	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

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						Liaise with Securexam TA for tracking and feedback purposes
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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.