

UNIVERSITY OF TORONTO MISSISSAUGA DEPARTMENT OF MANAGEMENT
Summer 2023 Session
Unit 3 Sessional Instructional Assistant Positions (Emergency posting)

These positions are posted in accordance with the [CUPE 3902, Unit 3 Collective Agreement](#)

The Department of Management has the following Sessional Instructional Assistant positions available for the Summer 2023 academic term and invites applications from suitably qualified candidates. No late applications can be considered.

Note: The mode of instruction for courses are expected to be in-person. However, if this changes for any reason, you will be provided with as much advance notice as possible. Employees are required to abide by the [University's Vaccination Guideline](#). For more information on the University's COVID-19 vaccination requirements, please refer to the [University's People, Strategy, Equity and Culture COVID -19 Main page](#).

Please check <https://ttb.utoronto.ca/> for most up to date and accurate lecture times and delivery modes.

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

Posting Date: April 26, 2023

Closing Date: April 30, 2023 (Applications must be sent to the mgt.jobs@utoronto.ca account by no later than 11:59pm).

Dates of Appointment: F courses run May 1, 2023 – June 30, 2023 | S courses run July 1, 2023 - August 31, 2023 | Y courses run May 1, 2023 - August 31, 2023

Salary: Sessional Instructional Assistant, effective September 1, 2022, the minimum hourly rate shall be **\$50.74** + 4% vacation pay

Estimated Hours of Work: 0.75 per enrolled student

Application Procedure:

Only formal applications will be entertained. A SEPARATE application package is required for each course applied to. 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 application form available online here:
<https://www.utm.utoronto.ca/management/media/377/download?inline>
- 2) Current Curriculum Vitae (including valid e-mail address).

Submit completed application by email to: mgt.jobs@utoronto.ca

PDF File Format Name: "LastName, FirstName_Course Code"

Email Subject: "LastName, FirstName_Course Code"

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

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 diversification of ideas.

MANAGEMENT COURSES

F courses run May 1, 2023 – June 30, 2023 | S courses run July 1, 2023 - August 31, 2023 | Y courses run May 1, 2023 - August 31, 2023

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties
MGT120H5F: Introduction to Financial Accounting TA COORDINATOR POSITION	Section(s): Tuesday 9:00-11:00Am Thursday 9:00-11:00AM TUT: Tuesday 3:00-4:00PM Thursday 3:00-4:00PM Est. Enrollment: 150 Number of positions: 1 (est.) Please check https://student.utm.utoronto.ca/timetable/ for most up to date and accurate lecture and tutorial times.	Min. Requirement: Must have completed and achieved a minimum grade of “A” in MGT120/MGT220/MGT224 or equivalent course. Preferred Requirement: 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. Relevant Criterion Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.	<ul style="list-style-type: none"> a. Course administration. b. TA supervision. c. Test/exam preparation & grading. d. Invigilate quizzes, tests & exams. e. Course support services, Student Services. f. Update material and grades on Quercus courseware. g. Other duties as required.

MGT150H5F: Financial Planning for Individuals	<p>Section(s): Monday 11:00AM-1:00PM Wednesday 11:00AM-1:00PM</p> <p>Est. Enrollment: 55</p> <p>Number of positions: 1 (est.)</p> <p>Please check https://student.utm.utoronto.ca/timetable/ for most up to date and accurate lecture and tutorial times.</p>	<p>Min. Requirement: Must have completed and achieved a superior grade in personal finance or equivalent course.</p> <p>Preferred Requirement: Preference given to applicants with previous TA experience in this or equivalent course(s). Preference given to UofT Graduate students.</p> <p>Relevant Criterion 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"> a. Grading quizzes, tests, assignments & exams. b. Meet with or respond to students inquiries during virtual 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.
MGT262H5F: Psychology at Work	<p>Section(s): Tuesday 11:00AM-1:00PM Thursday 11:00AM-1:00PM</p> <p>Est. Enrollment: 55</p> <p>Number of positions: 1 (est.)</p> <p>Please check https://student.utm.utoronto.ca/timetable/ for most up to date and accurate lecture and tutorial times.</p>	<p>Min. Requirement: Must have completed MGT 262 and achieved a minimum grade of “A-” in each course.</p> <p>Preferred Requirement: MBA student or PhD candidate majoring in Marketing.</p> <p>Relevant Criterion 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"> a. Grading quizzes, tests, assignments & exams. b. Invigilate quizzes, tests & exams. c. Update material and grades on Quercus courseware. d. Other duties as required.

Notes:

1. This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement ([CUPE 3902, Unit 3 Collective Agreement](#)). The position(s) posted above is (are) tentative, pending final course determinations and enrolments.
2. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.
3. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.
4. Please note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and should not apply for positions posted under the Unit 3 collective agreement
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. Subsequent appointment obligations may be filled on any of the three campuses must also be included, where applicable.
6. By submitting an application, CV and UofT Transcript for this position, you will receive email notification of vacancies for Sessional Instructional Assistant within the Department of Management UTM for the next twenty-four (24) months.

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