

UNIVERSITY OF TORONTO MISSISSAUGA DEPARTMENT OF MANAGEMENT

Fall 2024 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 Fall 2024 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 28, 2024

Closing Date: August 30, 2024 (Applications must be sent to the jobs.utmm@utoronto.ca account by no later than 11:59pm).

Dates of Appointment: F courses run September 1, 2024 to December 31, 2024

Salary: Sessional Instructional Assistant, effective September 1, 2023, the minimum hourly rate shall be **\$52.26** + 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 (Resume 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**.

1. Complete the corresponding application form linked beside **each** course you are applying for.
2. Application Package to be uploaded within the form: Resume in PDF format

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.

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.

MANAGEMENT COURSES
F courses run September 1st, 2024 – December 31st, 2024

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties	Application Form
<p>MGT260H5F – Managing Human Potential</p> <p>Exclusion: IMI202H5 or MGT460H5 or RSM361H1 or MGIB12H3</p>	<p>Section(s): LEC0101 Monday 15:00-17:00</p> <p>Maximum enrolment per section: 65 (est.)</p> <p>Number of positions: 1 (est.)</p> <p>Please check https://ttb.utoronto.ca/ for most up to date and accurate lecture and tutorial times.</p>	<p>Min. Requirement: Must have completed and achieved a minimum grade of “A” in MGT260 or equivalent course.</p> <p>Preferred Requirement: 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.</p> <p>Relevant Criterion Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.</p>	<p>a) Grading quizzes, tests, assignments & exams.</p> <p>b) Meet with or respond to students inquiries during virtual office hours.</p> <p>c) Invigilate quizzes, tests & exams.</p> <p>d) Update material and grades on Quercus courseware.</p> <p>e) Attend weekly lecture and/or review lecture material.</p> <p>f) Other duties as required.</p>	<p>https://utmcentral.utoronto.ca/form.aspx?id=60119</p>

<p>MGT452H5F - Marketing and Behavioural Economics</p> <p>Prerequisites: MGT252H5 and 1.0 credit in MGT or MGM credit at the 300 or 400 level.</p>	<p>Section(s): LEC0101 Friday 11:00-13:00</p> <p>Enrolment per section: 55 (est.)</p> <p>Number of positions: 1 (est.)</p> <p>Please check https://ttb.utoronto.ca/ for most up to date and accurate lecture and tutorial times.</p>	<p>Min. Requirement: Master or PhD student in business or economics who has taken MGT452 or equivalent courses plus at least another elective in Marketing with at least "A-".</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) 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, meet with instructor, and/or review lecture material. f) Conduct tutorials, which may include some lecturing. g) Other duties as required. 	<p>https://utmmcentral.utm.utoronto.ca/form.aspx?id=60120</p>
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