

# UNIVERSITY OF TORONTO MISSISSAUGA

## DEPARTMENT OF MANAGEMENT

### Winter 2025 Session (January - April) Teaching Assistant Positions (U of T students only) **EMERGENCY POSTING**

These positions are posted in accordance with the [CUPE 3902, Unit 1 Collective Agreement](#)

The Department of Management has the following Teaching Assistant positions available for the Winter 2025 academic term and invites applications from suitably qualified candidates. No late applications can be considered. A list of all courses offered by the Department of Management and their exclusions can be found in the [Academic Calendar](#).

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

**Posting Date: December 19, 2024**

**Closing Date: December 23, 2024** Applicants can expect to hear back within 3 weeks of the closing date.

**Dates of Appointment:** Appointment periods for S courses run January 1, 2025 - April 30, 2025

**Salary:** The salary rate (+ 4% vacation), in accordance with the CUPE 3902, Unit 1 Collective Agreement effective January 1, 2025 is as follows:

Undergraduate:	\$52.97
SGSI:	\$52.97
SGSII:	\$52.97

**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, Transcript and Teaching Experience form 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**, containing the following in order. Please **do not** submit your application form, CV and transcript as three separate files.

1. Complete the corresponding application form linked beside **each** course you are applying for.
2. Application Package to be uploaded (the following must be combined into a **single** PDF document):
  - a. Teaching Assistant Experience form: <https://www.utm.utoronto.ca/management/media/4265/download?inline>
  - b. Current Curriculum Vitae (including valid e-mail address).
  - c. Official or unofficial academic transcript(s).
  - d. **PDF File Format Name:** "LastName, FirstName\_Course Code"

## Notes:

All Winter 2025 courses are taught in person. Employees are required to abide by the University's Vaccination Guideline, which requires full vaccination against COVID-19 for all employees involved in any in-person activities on University premises, with the rare exception of those individuals who cannot be vaccinated due to University-approved exemptions. 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.

1. This posting is in accordance with the CUPE 3902 Unit 1 Collective Agreement (<http://agreements.hrandequity.utoronto.ca/>). *Positions posted here are open to **Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto**.* Those that do not fall in to this category should not apply for these positions. They should instead apply for positions posted under the Unit 3 collective agreement when available.
2. Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.
3. Should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.
4. Only offers of employment through the normal contracting process that originate from the administrative offices of the Department are valid, all other offers made are void.
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.
6. The hiring criteria for Teaching Assistant positions are academic qualifications, the need to acquire experience, previous experience and previous satisfactory employment under the provisions of this Collective Agreement.
7. The positions posted below are tentative, pending final course determinations and enrolments.
8. The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca).
9. During employment, to request accommodation from the University, please contact Health & Wellbeing Programs & Services at [hwb@utoronto.ca](mailto:hwb@utoronto.ca) and/or **Program Coordinator, Department of Management** (KN 216) Kaneff Building, 3359 Mississauga Road, Mississauga, ON, L5L 1C6, [jobs.utmm@utoronto.ca](mailto:jobs.utmm@utoronto.ca). For more information about accommodations at U of T, please visit our Accommodation webpage.
10. Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.
11. The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.
12. By submitting an application, CV and UoT Transcript for this position, you will receive email notification of vacancies for Teaching Assistant within the Department of Management UTM for the next sixteen (16) months.

**MANAGEMENT COURSES**  
S courses run January 1<sup>st</sup>, 2025 – April 30<sup>th</sup>, 2025

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties	Application Form
<b>MGT450H5S – Digital Marketing</b>  <b>Recommended Prereq:</b> ECO220Y5 or STA256H5	<b>Section(s):</b> LEC 0101 Wednesday 9:00 – 11:00 LEC0102 Wednesday 13:00-15:00  <b>Maximum enrolment per section:</b> 55 (est.)  <b>Number of positions:</b> 1 (est.)  Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times.	<b>Min. Requirement:</b> Must have completed and achieved a minimum grade of “A” in MGT450 or equivalent course.  <b>Preferred Requirement:</b> Graduate student who has completed relevant graduate-level analytics courses. May qualify: Graduate student or exceptional 4th-year undergraduate student who has completed relevant upper-level undergraduate analytics courses.  <b>Relevant Criterion</b> Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.	a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students inquiries during 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) Other duties as required..	<a href="https://forms.office.com/r/j2trNeTsIg">https://forms.office.com/r/j2trNeTsIg</a>
<b>MGT453H5S - Marketing Research</b>  <b>Exclusion:</b> MGMC01H3  <b>Prerequisites:</b> MGT353H5; ECO220Y5/ECO227Y5/STA256H5, STA260H5/STA218H5	<b>Section(s):</b> LEC 0101 Wednesday 15:00-17:00  <b>Enrolment per section:</b> 50 (est.)  <b>Number of positions:</b> 1 (est.)  Please check <a href="https://ttb.utoronto.ca/">https://ttb.utoronto.ca/</a> for most up to date and accurate lecture and tutorial times	<b>Min. Requirement:</b> Must have completed both MGT 252 and MGT 353 and achieved a minimum grade of “A-” in each course.  <b>Preferred Requirement:</b> MBA student or PhD candidate majoring in Marketing.  <b>Relevant Criterion</b> Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.	a) Grading quizzes, tests, assignments & exams. b) Meet with or respond to students inquiries during 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) Other duties as required.	<a href="https://forms.office.com/r/uKSjX2iPrU">https://forms.office.com/r/uKSjX2iPrU</a>

**END**