

**UNIVERSITY OF TORONTO MISSISSAUGA**  
**DEPARTMENT OF MANAGEMENT**  
**\*Emergency Posting\***  
**Summer 2013 Session**  
**Sessional Instructional Assistant positions**  
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 2013 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 20, 2013

**Closing Date:** August 22, 2013 (**Applications must be received by the administrative office no later than 9:00am**)

**Dates of Appointment:** Appointment periods for F courses run September 1, 2013 through December 31, 2013.

**Salary:** Sessional Instructional Assistant, effective September 1, 2011, the minimum hourly rate shall be **\$42.05** + 4% vacation pay (CUPE dues deducted by accounting officer)

**Estimated Hours of Work:** 0.75 per enrolled student

**ONLY FORMAL APPLICATIONS, IN WRITING, WILL BE ENTERTAINED. A SEPARATE completed application form is required for each course applied. EACH course applied for must include:** a current Curriculum Vitae (including valid e-mail address) and a completed Department of Management application form.

Application forms are now available at the *Department of Management*, Room 207 Kaneff Centre or online at:  
<http://www1.utm.utoronto.ca/management/pdfs/CUPE3902ApplicationForm.pdf>

Please forward completed applications to:

**By Email to:** [mgt.utm@utoronto.ca](mailto:mgt.utm@utoronto.ca)

**By Mail:** Attn: Course #  
Kaneff Centre, Room 207, Dept. of Management  
3359 Mississauga Road North,  
Mississauga, Ontario L5L 1C6

**\*Hardcopy submissions: Please paper clip all application materials together, do not staple.**

***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.***

***Only applicants who have been chosen for a position will be contacted.***

## MANAGEMENT COURSES

F courses run September 1, 2013 through to December 31, 2013

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties
<p><b>MGM101H5F Introduction to Management Functions</b></p> <p><b>TA COORDINATOR POSITION</b></p> <p>*Clearly note <b>TA COORDINATOR</b> on application</p> <p>This course shows how the principal management disciplines provide analytical tools for understanding organizations and their management, how the disciplines inter-relate and how they underpin the activities of organizations.</p>	<p><b>Section(s):</b>            LEC 0101 Friday 09:00-11:00            LEC 0102 Friday 11:00-13:00</p> <p><b>Enrolment per section:</b> 500 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>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 MGM 101. Strong written and oral communication skills. Must be available to hold regular office hours and must 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.</p>	<ul style="list-style-type: none"> <li>a) Course administration.</li> <li>b) TA supervision.</li> <li>c) Text/exam preparation &amp; grading.</li> <li>d) Invigilation.</li> <li>e) Course support services, Student Services.</li> <li>f) Use Blackboard.</li> </ul>
<p><b>MGT224H5F Financial Accounting Theory &amp; Policy I</b></p> <p>Expands the analysis of financial accounting beyond MGT220H5. Technical topics include accounting for leases, capital assets, revenue recognition, intangibles and contingencies. Emphasis on implication for valuation and analysis.</p>	<p><b>Section(s):</b>            LEC 0101 Thursday 09:00-11:00            TUT 0101 Monday 17:00-18:00</p> <p><b>Enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>CA with professional marking experience.</p>	<ul style="list-style-type: none"> <li>a) Assist in grading assignments and tests.</li> <li>b) Tutorials.</li> <li>c) Invigilate.</li> <li>d) Use Blackboard.</li> </ul>

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties
<p><b>MGT321H5F Auditing</b></p> <p>A study of the concepts and theory underlying audit practice. Students are introduced to the CICA Handbook recommendations and guidelines for assurance. Practical examples are used to help students develop skills in exercising professional judgment.</p>	<p><b>Section(s):</b> LEC 0101 Monday 09:00-11:00 LEC 0102 Thursday 09:00-11:00</p> <p><b>Enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>Ontario qualified CA with practical audit experience, familiarity with Ontario Rules of Professional Conduct.</p>	<p>a) Assist in grading midterm, reports and cases. b) Invigilate. c) Use Blackboard.</p>
<p><b>MGT393H5F Legal Environment of Business I</b></p> <p>An introduction for commerce students to the Canadian legal system focusing on business entities, the structure of the Canadian court system, the various elements of contract law and the law of negligence.</p>	<p><b>Section(s):</b> LEC 0101 Monday 13:00-15:00 LEC 0102 Monday 15:00-17:00 LEC 0103 Monday 18:00-20:00</p> <p><b>Enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>Must have completed 1st year J.D. program with good grades and either be registered in 2nd or 3rd year Law School; or have LL.B./J.D. degree. Familiarity with Ontario corporate commercial law.</p>	<p>a) Assist in grading midterm and assignments and recording of grades. b) Assist in final examination, as required. c) Invigilate as required. d) Use Blackboard.</p>
<p><b>MGT412H5F Fixed Income Markets</b></p> <p>Topics and issues in Management. Content in any given year will depend on the instructor.</p>	<p><b>Section(s):</b> LEC 0101 Tuesday 13:00-15:00</p> <p><b>Enrolment per section:</b> 50 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>Preferred: Graduate student who has completed relevant graduate-level finance courses. May qualify: Graduate student or exceptional 4th-year undergraduate student who has completed relevant upper-level undergraduate finance courses.</p>	<p>a) Assist in grading midterm and assignments and recording of grades. b) Assist in final examination, as required. c) Invigilate as required. d) Use Blackboard.</p>
<p><b>MGT421H5F Advanced Auditing Topics</b></p> <p>The course focuses on the reasoning and evidence theory underlying audit decision making. Coverage includes professional judgement, statistical auditing, assurance engagements, and public sector auditing.</p>	<p><b>Section(s):</b> LEC 0101 Tuesday 18:00-20:00</p> <p><b>Enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>Professional accounting designation with practical audit experience and a detailed understanding of Canadian Auditing Standards (CAS). Experience in marking professional examinations is an asset.</p>	<p>a) Assist in marking assignments &amp; tests. b) Invigilate tests &amp; exam as required. c) Use Blackboard.</p>

Course Number and Title	Class Time, Enrolment (est.), number of positions (est.)	Qualifications	Description of Duties
<p><b>MGT422H5F Information Systems and Technology, and IT Assurance</b></p> <p>Initially the course introduces core concepts in developing, implementing and using information systems in an organization, as well as the business issues that arise from the use of technology. The course then focuses on how information systems impact the audit process and the techniques that auditors must utilize in assessing IT/IS controls and systems.</p>	<p><b>Section(s):</b> LEC 0102 Friday 10:00-12:00</p> <p><b>Enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>CA, CMA or CGA with specialty EDP auditing (CISA preferred) or MMPA student.</p>	<p>a) Assist in marking assignments &amp; tests. b) Invigilate tests &amp; exams as required. c) Use Blackboard.</p>
<p><b>MGT438H5F Futures and Options Markets</b></p> <p>Analysis of derivative instruments such as futures contracts, put and call options and swaps. Emphasis is placed on the valuation of these instruments as a foundation for valuing complex securities.</p>	<p><b>Section(s):</b> LEC 0101 Wednesday 12:00-14:00 LEC 0201 Wednesday 15:00-17:00 TUT 0101 Wednesday 14:00-15:00 TUT 0102 Wednesday 17:00-18:00</p> <p><b>Enrolment per section:</b> 55 (est.)</p> <p><b>Number of positions:</b> 1 (est.)</p>	<p>Preferred: Graduate student who has completed relevant graduate-level finance courses. May qualify: Graduate student or exceptional 4th-year undergraduate student who has completed relevant upper-level undergraduate finance courses.</p>	<p>a) Invigilate tests and final exam. b) Assist in marking tests, assignments and final exam. c) Tabulate and record marks. d) Use Blackboard.</p>

Notes:

1. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.
2. The positions posted above are tentative, pending final course determinations and enrolments.

This job is posted in accordance with the CUPE 3902, Unit 1 Collective Agreement.