The Department of Management has the following Teaching Assistant positions available for the Winter 2020 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 11, 2019

**Closing Date:** December 17, 2019 (Applications must be sent to the mgt.jobs@utoronto.ca account by no later than 11:59pm). Applicants can expect to hear back within 3 weeks of the closing date.

**Dates of Appointment:** Appointment periods for S courses run January 1, 2020 – April 30, 2020.

**Salary:** The salary rate (+ 4% vacation), in accordance with the CUPE 3902, Unit 1 Collective Agreement effective January 1, 2020 is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$46.24 per hour</td>
</tr>
<tr>
<td>SGS1</td>
<td>$46.24 per hour</td>
</tr>
<tr>
<td>SGSII</td>
<td>$46.24 per hour</td>
</tr>
<tr>
<td>Assistant Invigilator</td>
<td>$30.47 per hour</td>
</tr>
</tbody>
</table>

**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.**

2. Current Curriculum Vitae (including valid e-mail address).
3. Official or unofficial academic transcript(s).

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

**PDF File Format Name:** *LastName, FirstName_Course Code*

**Email Subject:** *LastName, FirstName_Course Code*

**Notes:**

1. This posting is in accordance with the CUPE 3902 Unit 1 Collective Agreement ([http://agreements.brandequity.utoronto.ca](http://agreements.brandequity.utoronto.ca)). Applicants must be undergraduate students, graduate students or postdoctoral fellows of 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. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment and that unexpected vacancies may arise at any time.
7. 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.
8. Department Standards and Policies are available in the Department office and at the CUPE, Local 3902 office.
9. By submitting an application, CV and UofT 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.

If during the application and selection process you require accommodation due to a disability, please contact:

Program Coordinator, Department of Management (KN 2268) Kaneff Building, 3359 Mississauga Road, Mississauga, ON, L5L 1C6, 905-828-5309 | mgt.jobs@utoronto.ca
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Class Time, Enrolment (est.), number of positions (est.)</th>
<th>Qualifications</th>
<th>Description of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGM400H5S – Strategic Management in a Competitive Environment</td>
<td>Section(s): LEC 0101 Wednesday 13:00-15:00</td>
<td>Min. Requirement: Must have completed and achieved a minimum grade of &quot;A&quot; in MGT492/MGM400 or equivalent course. Preferred Requirement: Preference given to applicants with previous TA experience in this or equivalent course(s). Preference given to UofT Graduate students having completed appropriate upper-level strategy courses. MBA student or PhD specializing in Strategy.</td>
<td>a) Grading quizzes, tests, assignments &amp; exams. b) Meet with or respond to students’ inquiries during office hours. c) Invigilate quizzes, tests &amp; exams. d) Update material and grades on Quercus courseware. e) Attend weekly lecture and/or review lecture material. f) Conduct tutorials, which may include some lecturing g) Other duties as required.</td>
</tr>
<tr>
<td>Exclusion: MGT400H5, MGT492H5</td>
<td>Maximum enrolment per section: 55 (est.)</td>
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<tr>
<td>Prerequisites: MGT262H5/MGM300H5</td>
<td>Number of positions: 1 (est.)</td>
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<td>Please check <a href="https://student.utm.utoronto.ca/timetable">https://student.utm.utoronto.ca/timetable</a> for most up to date and accurate lecture and tutorial times.</td>
<td></td>
<td></td>
</tr>
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</table>
| MGT371H5S - Introduction to Business Information Systems | **Section(s):**  
LEC 0101 Friday 13:00-15:00  
TUT 0101 Friday 15:00-16:00 | **Min. Requirement:** Must have completed and achieved a minimum grade of “A” in MGT371 or equivalent course. | a) Grading assignments.  
b) Meet with or respond to students’ inquiries during office hours.  
c) Update material and grades on Quercus courseware.  
d) Provide writing and document structuring advice as well as presentation advice to students.  
e) Attend student presentations and presentation preparation sessions (towards the end of term).  
f) Coordinate logistics with outside speakers.  
g) Conduct tutorials, which may include some lecturing.  
h) Other duties as required. |
| Exclusion: CCT225H5; MGM371H5, MGAC70H3, RSM327H1 | **Maximum enrolment per section:** 60 (est.)  
**Number of positions:** 1 (est.) | **Preferred Requirement:**  
The applicant must have strong written and oral communication skills; strong grasp of both information systems and organization strategy concepts and practices; successful completion of at least one course in each of information systems and business strategy or policy. Successful completion of the course with which the applicant is seeking to assist may be considered equivalent to both the preceding courses, as may substantial experience in Information Systems and general management. It would be an advantage to have experience with systems development or information systems operations. The applicant must be able to manage weekly tutorials at UTM. | |

**Notes:** This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement ([http://agreements.hrandequity.utoronto.ca/](http://agreements.hrandequity.utoronto.ca/)). The position(s) posted above is (are) tentative, pending final course determinations and enrolments.

1. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.
2. 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.
3. 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.
4. 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.
5. By submitting an application, CV and UoFT 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.