UNIVERSITY OF TORONTO MISSISSAUGA
Department of Management | EMERGENCY POSTING
Winter 2020 Session - Sessional Instructional Assistant (SIA) 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 winter 2020 academic term and invites applications from suitably qualified candidates. No late applications will be considered.

All posted jobs are subject to the parameters as listed below:
Posting Date: December 3, 2019
Closing Date: December 6 2019, 11:59pm EST
Dates of Appointment: Appointment periods for S courses run January 1, 2020 to April 30, 2020

Salary: Sessional Instructional Assistant, effective September 1st, 2020, the minimum hourly rate shall be $46.00 + 4% vacation pay (CUPE dues deducted by accounting officer). Please note that should rates stipulated in the collective agreement vary from rates stated in this posting, the rates stated in the collective agreement shall prevail.

Estimated Hours of Work: 0.75 hours (minimum) estimated per enrolled student

Sessional Instructional Assistant may be required to travel to UofT Mississauga to carry out duties.

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:

2) Current Curriculum Vitae (including valid e-mail address).

Please email completed applications to: mgt.jobs@utoronto.ca
PDF Format: “LastName, FirstName_Course Code” - please ensure your pdf document is labelled in the following format
Email Subject: “LastName, FirstName_Course Code”

Note: Please ensure that each course has a separate application package with their respective documents in the following order: DoM application form (first) and a current curriculum vitae (CV) or updated resume.

If during the application and/or selection process you require accommodation due to a disability, please contact:
Shena Neermul, Program Coordinator, Department of Management
KN 2268 Kanef Building, 3359 Mississauga Road. L5L1C6
E: mgt.jobs@utoronto.ca | T: 905-828-5309

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.

By submitting an application and CV for this position, you will receive email notification of vacancies for Sessional lecturers within the Department of Management UTM for the next twenty-fourth (24) months.
Course Number and Title: MGT428H5S - Management Control

Course Description: Management control includes all the processes and systems, many accounting-based, by which key managers allegedly ensure that resources are acquired and used effectively and efficiently in the accomplishment of an organization's goals. The case method is used to provide an understanding of the issues and environment of management control.

Exclusion: MGAD40H3, RSM422H1

Prerequisites: MGT323H5

Estimated Hours of Work: 0.75 per (minimum) estimated per enrolled student

Estimated Course Enrolment: 50 students per section (estimated)

Estimated number of positions(s): 1 (estimated)

Class schedule: LEC 0101 Tuesday 18:00-20:00. Please check https://student.utm.utoronto.ca/timetable/ for updated and accurate lecture & tutorial time.

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Minimum Qualifications: Must have completed and achieved a minimum grade of “A” in MGT428 or equivalent course. Must be available to conduct tutorial classes during scheduled times

Preferred Requirement: Two tax courses in Canadian Income Taxation with a grade of A- or better. Work experience in tax is preferred.

Description of duties: a) Course administration b) TA supervision c) Test/Exam preparation and grading d) Invigilation e) Course Support, services, student services f) Use Quercus g) Other duties as required.

Application Procedure: Only formal applications will be entertained. A SEPARATE completed application form is required for each course applied to. 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 available online at: http://www.utm.utoronto.ca/management/sites/files/management/public/shared/CUPE3902ApplicationForm%20-%20MGT.pdf

Please email completed applications to: mgt.jobs@utoronto.ca
PDF Format: “LastName, FirstName_Course Code” - ensure your document is labelled correctly
Email Subject: “LastName, FirstName_Course Code”

Note: Please ensure that each course has a separate application package with their respective documents in the following order: DoF M application form (first) and a current curriculum vitae (CV) or updated resume (second). Applications must be submitted as a .pdf file and labelled correctly.

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Additional details regarding Department of Management employment opportunities can be found online via: http://www.utm.utoronto.ca/management/employment

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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.

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.

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