ODETTE SCHOOL OF BUSINESS, MASTER OF MANAGEMENT

NOTICE RE: PROJECTED UNDERGRADUATE TEACHING ASSISTANT (TA) POSITIONS FOR WINTER TERM 2027

In accordance with Article 13:01 of the CUPE 4580 collective agreement the Odette School of Business, Master of Management Program invites applications for the following projected TA positions for Winter term 2027.

Projected positions and hours are subject to change and contingent upon sufficient enrolment and final budgetary approval.

Course code and course name	# of projected TA positions and # of hours per position	Duration of position
BSMM-8000-1, Business Communications	1 TA for 50 hrs	Jan. 4, 2027 to April 30, 2027
BSMM-8000-2, Business Communications	1 TA for 50 hrs	Jan. 4, 2027 to April 30, 2027

Expected TA duties:

Projected duties are in accordance with article 15:03 and may include but are not limited to grading of tests, examinations and other course deliverables, proctoring exams and quizzes, holding tutorial or office hours, and other duties as agreed with the instructor.

Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources (email titled "Authorization to Commence GA/TA Duties", article 13:05).

TA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most classes across the University are held face-to-face on campus, and even online classes may require on-campus face-to-face duties.

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams as well as to report for all assigned duties, which may include both in-person/on-campus and remote/online duties.

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 13:04 of the CUPE4580 Collective Agreement. To be eligible for employment as a Teaching Assistant in the term of support you must be a **registered undergraduate student**:

- must be registered for the term of work at the time of hiring
- must maintain registration throughout the term and must be in good standing in the degree program
- must be legally eligible to work in Canada on campus with a valid social insurance number. International students must hold a valid study permit and meet all IRCC regulations to accept employment on campus.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 15 of the CUPE 4580 Collective Agreement. If you already hold or have applied for another TA position (in this or another department) note that the **total combined hours** for all TA appointments held in all departments **cannot exceed 100 hours for the Winter term period (Jan 1st to Apr. 30th).**

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- **Undergraduate student** with an overall GPA of 80% or higher
- Must have taken MGMT-1000 and received 70% or higher in the course
- Strong communications skills including the ability to prepare, deliver and offer in person and online coaching for presentations
- Excellent writing skills, including the ability to detect and offer help with grammar, punctuation, organization and writing flaws
- Ability to effectively evaluate written work
- Experience in working on tight deadlines and multi-tasking
- Ability to evaluate student presentations
- Ability to work effectively with individuals from diverse cultural backgrounds
- Must have access to a reliable Internet connection and access to a computer with video and audio capabilities that is capable of connecting to University of Windsor systems (e.g. BrightSpace and UWinSite Student)

Preferred qualifications:
Preference will be given to candidates who meet the essential qualifications but also have professional / volunteer experience in a field directly related to the subject matter of the course or program stream for which the person is being hired. Special skills that are directly related to the subject matter of the course or program stream for which the person is being hired may also be considered in identifying a preferred candidate.

How to apply:

Application forms are available from the following webpage:
https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=szP5EmE9GUuaTWiQId6MyaXIyGeW2lJIm8GTKXLxi8BUMVVQME5TV1E5VTREMEI0VE1IVDlGN0RIVi4u

Completed applications must be submitted to:
https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=szP5EmE9GUuaTWiQId6MyaXIyGeW2lJIm8GTKXLxi8BUMVVQME5TV1E5VTREMEI0VE1IVDlGN0RIVi4u

For any questions please contact: management@uwindsor.ca

Deadline for receiving applications: **Tuesday, November 17, 2026 at 9:00am or until positions have been filled.**

The university is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Recruitment & Workforce Coordinator (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHCRM).

Date posted: October 26, 2026