

**NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL 2021-
Master of Management Program**

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the **Odette School of Business, Master of Management Program**, invites applications for TA positions for the **Fall 2021** term. The total number of projected Teaching Assistantship positions in the Odette School of Business, Master of Management Program for the Fall term 2021 TA positions for an approximate total of 670 hours.

ONLINE COURSE INSTRUCTION

List of courses that may utilize **Teaching Assistants for Fall 2021**

<u>Course # and name</u>	<u>Class Times</u>	<u># TA positions</u>	<u>hours per position</u>	<u>Duration</u>
Accounting Concepts and Techniques BSMM 8110-01 BSMM 8110-02 BSMM 8110-03	T/Th 6:00-7:50pm T/Th 8:00-9:50pm T/Th 6:00-7:50pm.	3	70 hours	September 20-December 31, 2021
Managing Employees BSMM 8130-01 BSMM 8130-02 BSMM 8130-03 BSMM 8130-04	T/Th 10:00-11:50 am T/Th 12:00-1:50pm T/Th 4:00-5:50pm T/Th 6:00-7:50pm	4	70 hours	September 20-December 31, 2021
Marketing BSMM 8140-01/02/07	M/W 2:00- 3:50pm M/W 6:00- 7:50pm	1	60 hours	September 20-December 31, 2021
Marketing BSMM 8140-03/05 BSMM 8140-04/06	T/Th 8:00-9:50 am T/Th 2:30-4:20pm	2	100 hours	September 20-December 31, 2021
International Business BSMM 8310-01	T/Th 8:00-9:50 am	1	50 hours	September 20-December 31, 2021
Quantitative Studies 1 BSMM 8320-01 BSMM 8320-02 BSMM8320-03	M/W 6:00- 7:50pm M/W 4:00- 5:50pm	3	70 hours	September 20-December 31, 2021
International Finance Management BSMM 8370-01	T/TH 10:00-11:50 am	2	50 hours	September 20-December 31, 2021
Business Strategy BSMM 8510-01 BSMM 8510-02	M/W 8:00- 9:50am M/W 4:00-5:50pm	2	50 hours	September 20-December 31, 2021
Corporate Governance BSMM 8630	M/W 8:00-9:50 am	1	50 hours	September 20-December 31, 2021
Managing for High Performance BSMM 8660-.01	M/W 12:00- 1:50pm	1	50 hours	September 20-December 31, 2021
Current Human Resources Trends BSMM 8670-01	M/W 2:00- 3:50pm	1	50 hours	September 20-December 31, 2021

All positions are subject to sufficient enrolment and final budgetary approval

Eligibility requirements:

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement.

Expected Duties:

Teaching Assistants are to provide support to students and supervising faculty through **online channels** and remote meetings, and **will not hold** face-to-face meetings with students, or even with their GA/TA supervisor.

Required essential qualifications:

- Applicants must have obtained a minimum grade of 80%+ in the following Master of Management courses: Accounting Concepts and Techniques, Int'l Finance, Managing Employees, Marketing, Quantitative Studies, Quantitative Studies and Business Strategy (*or equivalent professional experience*);
- Must have good communication skills; and may need to be available for virtual office hours and virtual assistance for the course/exams/grading at the specified times.
- Must have access to a computer with a reliable internet connection with video and audio capabilities
- All Courses are online and may require BLACKBOARD knowledge to assist or familiar with Blackboard (Training may be provided by instructor or videos on CTL website)
- Familiar with MS Teams or be able to acquire knowledge through training

Preferred qualifications:

Preference will be given candidates who meet the essential qualifications but also have an undergraduate degree in a discipline and/or professional work 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.

Note that Teaching Assistants can be employed for no more than 100 TA hours per semester total. 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 Fall term period (Sept 1st to Dec. 31st).

Candidates must submit an application form URL: uwindsor.ca/mm indicating the position(s) for which they are applying as well as a detailed CV. Questions can be directed by email to: swazny@uwwindsor.ca **Deadline for receiving applications: August 29, 2021(4:00PM) or until positions are filled.**

In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.