

DEPARTMENT OF MBA Odette School of Business

NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE FOR FALL TERM 2023

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of MBA-PAS invites applications for TA positions for Fall term 2023.

The total number of projected Teaching Assistantship positions for Fall term 2023 is 4 TA positions for a total of 200 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Fall term 2023:

<u>Course # and course name</u>	<u># of projected positions and # of hours per position</u>	<u>Duration of position</u>
BUSI 8010 Leadership & Interpersonal Dynamics	(1 TA of 50 hrs. each)	(Sept. 11 to Dec.31, 2023)
BUSI 8020 Core Concepts of Accounting I	(1 TA of 80 hrs. each)	(Sept. 11 to Dec.31, 2023)

Refer to the timetable (www.uwindsor.ca/registrar/timetable-information) for class and exam hours and location.

Expected TA duties:

- Process quizzes, marking mid-terms/exams, entering and compiling student grades, other TA duties as assigned by the professor.

Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources.

TA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most Fall term 2023 classes across the University are expected to be held face-to-face on campus or have a face-to-face component. Refer to the University's [Return to campus webpage](http://www.uwindsor.ca/returntocampus) (www.uwindsor.ca/returntocampus) for current health and safety regulations.

Eligibility requirements:

Successful applicants must be available to attend at the specified time of the course/lab/exams and 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 12:04 of the CUPE4580 Collective Agreement.

To be eligible for a Teaching Assistantship 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

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 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 Fall term period (Sept. 1st to Dec. 31st)**.

Required essential qualifications:

Successful applicants must meet all essential qualifications:

- Solid understanding of the course that they are a TA for.
- Excellent knowledge of Excel
- Can meet deadlines.
- Organized and attention to detail.
- Previous experience in grading/evaluating assignments/exams, including the ability to evaluate and rank qualitative answers and deal with diversity in responses and variance in answer quality.
- The ability to work independently and maintain strict confidentiality.

Preferred qualifications:

- Preferred qualifications: Preference given to applicants having good communication skills. Should have access to a computer with a reliable internet connection.

Application forms are available from the following webpage: [News & Events | Odette School of Business \(uwindsor.ca\)](#)

Completed applications must be submitted via email to: mba@uwindsor.ca

For any questions please contact: Shelly St. Louis mba@uwindsor.ca

Deadline for receiving applications: August 11, 2023

<https://www.uwindsor.ca/graduate-studies/458/qata-contract-deadlines>

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.

Date posted: [July 20, 2023](#) [The notice must be posted on the AAU website as well]