ODETTE SCHOOL OF BUSINESS – MBA-PAS

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

In accordance with Article 13:01 of the CUPE 4580 collective agreement the Odette School of Business – MBA 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
BUSI 8010-91 Leadership and Interpersonal Dynamics	1 TA of 40 hrs Tues. 7 – 9:50pm ONLINE	January 4, 2027 – April 30, 2027
FINA 8040-91 Advanced Corporate Finance	1 TA of 40 hrs Thurs. 7 – 9:50pm ONLINE	January 4, 2027 – April 30, 2027
BUSI 8050-91 Marketing Management	1 TA of 40 hrs ONLINE	January 4, 2027 – April 30, 2027

Expected TA duties:

Projected duties are in accordance with article 15:03 and may include but are not limited to the following:

- 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 (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 2027 term period (January 4th to April 30th).**

Required essential qualifications:

Successful applicants must meet all essential qualifications.

- Excellent communication skills
- 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.
- Applicants must have strong skills in finance and accounting for ACTT 8010, 8020, 8050, 8060, and 8080 courses and hold a degree (MBA-Professional Accounting), and have passed CFE exam, the Common Financial Examination – CPA Canada, and have experience in grading with CFE level cases for CPA, and case analysis experience. Must be available for virtual or face-to-face office hours and assistance for the course/exams at specified time.
- Must have access to a computer with video and audio capabilities and reliable internet connection
- For online courses only – knowledge of Brightspace or willingness to obtain training in Brightspace through CTL and/or instructor

How to apply:

Application forms are available from the following webpage: Tutoring Info & TA/GA/RA Positions/Odette School of Business

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

For any questions, please contact: Donna Tourangeau (dtourang@uwindsor.ca)

Deadline for receiving applications: November 6, 2027, by 4:00 pm

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 29, 2027