

## ODETTE SCHOOL OF BUSINESS, MASTER OF MANAGEMENT

### NOTICE RE: PROJECTED TEACHING ASSISTANT (TA) POSITIONS FOR SUMMER TERM 2026

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 Summer term 2026.

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

<u>Course # and course name</u>	<u># of projected TA positions and # of hours per position</u>	<u>Duration of position</u>
BSMM-8310-1, International Business	1 TA for 35 hrs	May 18, 2026 to Aug. 31, 2026

#### **Expected TA duties:**

Expected 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”).**

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 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
- 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 Summer term period (May 1<sup>st</sup> to August 31<sup>st</sup>)**.

### **Required essential qualifications:**

Successful applicants must meet all essential qualifications.

- Applicants must have obtained a minimum grade of at least 82% in the course they are applying for.
- All applicants must have obtained a minimum average of 80% in the following Master of Management courses:
  - Accounting Concepts and Techniques, Finance in a Global Perspective, Managing for Organizational Effectiveness (formerly Managing Employees), Marketing, Quantitative Studies, and Business Strategy.
- Must have good communication skills and may need to be available for in person and virtual office hours and face-to-face for course time, exams, and grading sessions.
- 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).
- All Courses are in person and will require knowledge of Brightspace. Training may be provided by the instructor or videos on the CTL website.
- Familiar with MS Teams or be able to acquire knowledge through training.
- Teaching Assistants must make themselves available to report for all assigned duties in person

### **Preferred qualifications:**

Preference will be given to 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.

### **How to apply:**

Application forms are available from the following webpage:

<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=szP5EmE9GUuaTWiQId6MyaXlyGeW2JJm8GTKLxi8BURFJJOVBYUkZRWTA2SDRIMDk0NOVBWTIYWi4u>

Completed applications must be submitted via email to:

<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=szP5EmE9GUuaTWiQId6MyaXlyGeW2JJm8GTKLxi8BURFJJOVBYUkZRWTA2SDRIMDk0NOVBWTIYWi4u>

For any questions please contact: Lisa Power at [management@uwindsor.ca](mailto:management@uwindsor.ca)

**Deadline for receiving applications:** Friday, April 17, 2026 at 8:00am.

*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: April 10, 2026