

APPENDIX A – TEACHING ASSISTANT JOB POSTING

The parties agree that this Appendix sets out the fields of information to be included in the “Teaching Assistant Job Posting” Form.

Teaching Assistant Job Posting

Department/School/Unit: DeGroot School of Business

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): Class B only Date of Posting: July 22, 2021

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1GR0	DeGroot Student Experience and Development I	30	1 and 2	150	1000	Sue McCracken	LSGPIO

* Not all courses will be assigned teaching assistants as such decisions are subject to budgetary and enrolment considerations. Required courses with tutorial sections receive priority consideration.

** As defined by the applicable Undergraduate or Graduate calendar found at <http://academiccalendars.mcmaster.ca/index.php>.

Anticipated Duties:

L	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	P	Preparation (Reading, Attending Lectures, Meeting with Instructor)
S	Student Consultation (Emails, Office Hours)	I	Invigilation
G	Grading (Marking, Entering Marks)	O	Other duties as assigned:

Lecture/Laboratory/Tutorial Locations, Times and Days (if available): Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at <http://registrar.mcmaster.ca/enrol/class-search/>. **Please note:** “C” indicates core section, “L” indicates laboratory section, “T” indicates tutorial section, “D” indicates day, and “E” indicates evening.

Skills, Qualifications, Abilities and Experience – Required & Preferred: Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).	Successful candidates must have a minimum B+ in COMM 1EO3 and a minimum A- in COMM 3MC3; will run weekly tutorials. They will have strong leadership and communications skills. They should be active community/ team builders. Experience as a “Greensuit” is considered a strong asset.
Other Information***:	

*** Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

For guarantee postings as per 13.02(g)(i):

Written preferences may be submitted to: _

Applications submitted to:

OR For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on Aug 8th 2020

Application submitted to: <https://dsbta.business.mcmaster.ca/Application/>

All qualified candidates are encouraged to apply. However, those legally able to work in Canada and at McMaster University will be given priority. McMaster is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. Accordingly, the University especially encourages applications from women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.

Please note: those who have not, at the time of application, been assigned 260 hours of Teaching Assistantship(s) will be given priority consideration. Those who have already been assigned 260 hours of Teaching Assistantship(s) at the time of application may nevertheless apply. Once the preference noted above has been taken into account, applicants who have already been assigned 260 hours of Teaching Assistantship(s) may be offered the position.

Last updated: February 2017

APPENDIX A – TEACHING ASSISTANT JOB POSTING

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Department/School/Unit: DeGroot School of Business

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **Class B only** **Date of Posting: July 22, 2021**

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
2GR0	DeGroot Student Experience and Development II	20	1 and 2	130	<1000	Sue McCracken	LSGPI0

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Anticipated Duties:

L	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	P	Preparation (Reading, Attending Lectures, Meeting with Instructor)
S	Student Consultation (Emails, Office Hours)	I	Invigilation
G	Grading (Marking, Entering Marks)	O	Other duties as assigned:

Lecture/Laboratory/Tutorial Locations, Times and Days (if available): Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at <http://registrar.mcmaster.ca/enrol/class-search/>. **Please note:** “C” indicates core section, “L” indicates laboratory section, “T” indicates tutorial section, “D” indicates day, and “E” indicates evening.

<p>Skills, Qualifications, Abilities and Experience – Required & Preferred:</p> <p>Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).</p>	<p>Preferred: Successful completion of Commerce 3S03 (minimum B final grade). Senior level undergraduate student.</p> <p>Skills: Prior experience in coaching/mentoring is desirable, but training will be provided. Some experience with data analysis is desirable, but training will be provided.</p> <p>Abilities: Ability to interact with students from diverse backgrounds. Ability to demonstrate genuine empathy when dealing with struggling students. Self-awareness, self-development, conflict management, interpersonal skills, etc.</p> <p>Experience: Teamwork experience outside academia (sport, arts, community, and so on) is highly desirable.</p>
<p>Other Information***:</p>	

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For guarantee postings as per 13.02(g)(i):

Written preferences may be submitted to: _

Applications submitted to:

OR For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on Aug 8th 2020

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Last updated: February 2017

APPENDIX A – TEACHING ASSISTANT JOB POSTING

The parties agree that this Appendix sets out the fields of information to be included in the “Teaching Assistant Job Posting” Form.

Teaching Assistant Job Posting

Department/School/Unit: ACT

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **Class B only** **Date of Posting: July 22, 2021**

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1AA3	INTRODUCTORY FINANCIAL ACCOUNTING	10	1	32.5 or 65	<1000	E. Mohammad and A. Juma	LSGPIO

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Anticipated Duties:

L	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	P	Preparation (Reading, Attending Lectures, Meeting with Instructor)
S	Student Consultation (Emails, Office Hours)	I	Invigilation
G	Grading (Marking, Entering Marks)	O	Other duties as assigned:

Lecture/Laboratory/Tutorial Locations, Times and Days (if available): Please review the Undergraduate Course Timetable prior to applying/indicating your preferences, as TAs may be required to attend some classes. The timetable can be found at <http://registrar.mcmaster.ca/enrol/class-search/>. **Please note:** “C” indicates core section, “L” indicates laboratory section, “T” indicates tutorial section, “D” indicates day, and “E” indicates evening.

<p>Skills, Qualifications, Abilities and Experience – Required & Preferred:</p> <p>Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).</p>	<p>Preferred:</p> <p>Minimum A- in this course, or equivalent</p>
<p>Other Information***:</p>	

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APPENDIX A – TEACHING ASSISTANT JOB POSTING

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Teaching Assistant Job Posting

Department/School/Unit: STRAT

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **Class B only** **Date of Posting: July 22, 2021**

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1BO3	Business Environment and Organization	1	1	81.2 5	49	R. Cossa	LSGPIO

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Anticipated Duties:

L	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	P	Preparation (Reading, Attending Lectures, Meeting with Instructor)
S	Student Consultation (Emails, Office Hours)	I	Invigilation
G	Grading (Marking, Entering Marks)	O	Other duties as assigned:

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<p>Skills, Qualifications, Abilities and Experience – Required & Preferred:</p> <p>Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).</p>	<p>a. COMMERCE 1B03 Posting in July for 1 Position @ 48.75 hours</p> <p>The successful candidate must have a minimum grade of B in COMMERCE 1E03 or IBH 1AB3 and must be available to participate in the virtual class (Wednesdays from 12:30 – 2:20 p.m. and Fridays from 12:30 – 1:20 p.m.). Experience with Zoom and Top Hat is ideal.</p> <p>b. NEW Posting in August for 1 Administrative Position @ 32.5 hours</p> <p>The successful candidate must have a minimum grade of B+ in COMMERCE 1E03 and have strong Excel skills including VLOOKUP. Familiarity with Zoom, Top Hat, and Avenue Quizzes is ideal.</p>
<p>Other Information***:</p>	

*** Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

For guarantee postings as per 13.02(g)(i):

Written preferences may be submitted to: _

Applications submitted to:

OR For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on Aug 8th 2020

Application submitted to: <https://dsbta.business.mcmaster.ca/Application/>

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Teaching Assistant Job Posting

Department/School/Unit: HRM

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **Class B only** **Date of Posting: July 22, 2021**

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1BA3	Organizational Behaviour - (3)	4	1	65	50	T. McAteer, TBD	LSGPIO

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Anticipated Duties:

L	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	P	Preparation (Reading, Attending Lectures, Meeting with Instructor)
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G	Grading (Marking, Entering Marks)	O	Other duties as assigned:

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).	UG who has a minimum of A- in 1BA3 and related experience and expertise.
Other Information***:	

*** Departmental preferences such as special experience or competence required (e.g. registered in same program/Department, specific courses completed, grades in those courses), full-time or part-time student status, or restriction to applicants not holding an undergraduate degree.

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Teaching Assistant Job Posting

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Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): Class B only Date of Posting: July 22, 2021

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1EO3	Business Environment and Organization	9	2	TBD	TBD	R. Cossa	LSGPIO

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<p>Skills, Qualifications, Abilities and Experience – Required & Preferred:</p> <p>Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).</p>	<p>****These Positions may be revised as needed</p> <p>b. COMMERCE 1EO3 Posting in July for 4 Positions @ 97.5 Hours</p> <p>The successful candidate must have a minimum grade of B in COMMERCE 1EO3 or IBH 1AB3 and have experience with Zoom and Top Hat. As well, they must be available to participate during class. Two sections will be taught virtually (see below) and two sections will be taught on campus; however, the classes on campus could change to virtual delivery. In the top line of your submitted resume, please include your availability for each of the four sections below as well as your interest in one or two positions:</p> <p>C01: Tues, Thurs, Fri. from 8:30 – 9:20 a.m. C02: Tues., Wed., Fri. from 9:30 – 10:20 a.m. C03 (Virtual): Tues., Thurs. Fri. from 11:30 a.m. – 12:30 p.m. C04 (Virtual): Wed. from 7-10 p.m.</p>
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c. NEW COMMERCE 1E03 Posting in August for 3 Positions @ 97.5 Hours

The successful candidate must have a minimum grade of A- in COMMERCE 1E03 or IBH 1AB3 and have experience with Zoom and Top Hat. As well, they must be available to participate during class. Two sections will be taught virtually (see below) and two sections will be taught on campus; however, the classes on campus could change to virtual delivery. In the top line of your submitted resume, please include your availability for each of the four sections below as well as your interest in one or two positions:

C01: Tues, Thurs, Fri. from 8:30 – 9:20 a.m.

C02: Tues., Wed., Fri. from 9:30 – 10:20 a.m.

C03 (Virtual): Tues., Thurs. Fri. from 11:30 a.m. – 12:30 p.m.

C04 (Virtual): Wed. from 7-10 p.m.

d. COMMERCE 1E03 Posting in August for 1 Administrative Position @ 97.5 Hours

The successful candidate must have a minimum grade of B+ in COMMERCE 1E03 and have strong Excel skills including VLOOKUP. Familiarity with Zoom, Top Hat, and Avenue Quizzes is ideal.

Other Information*:**

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