

## 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 19, 2024**

Course #*	Course Title	# of TAs required	Term**	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
3GR0	DeGroot Student Experience and Development III	9	Fall 2024 / Winter 2025	45 per term	450	Karleen Dudeck	LSGPO

\* 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:

<b>L</b>	Leading Tutorials/Overseeing Laboratories/Field Trip Supervision	<b>P</b>	Preparation (Reading, Attending Lectures, Meeting with Instructor)
<b>S</b>	Student Consultation (Emails, Office Hours)	<b>I</b>	Invigilation
<b>G</b>	Grading (Marking, Entering Marks)	<b>O</b>	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><b>Skills, Qualifications, Abilities and Experience – Required &amp; Preferred:</b></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><b>Preferred:</b> Call for 4<sup>th</sup> and 5<sup>th</sup> year BCom students.</p> <p><b>Skills:</b> Prior experience in teaching/mentoring and grading is desirable.</p> <p><b>Abilities:</b> Detail-oriented. 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. Comfortable using online technology, including Generative AI technology (e.g., Chat GPT) Familiar with the Hamilton community and social issues.</p> <p><b>Experience:</b></p>
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	Familiar with experiential and community-engaged learning. Experience volunteering/working with not-for-profit organizations and community groups is preferred.
<b>Other Information***:</b>	<p>Please indicate if you are interested in holding the position for 1 or 2 terms, and if you have a preference or scheduling conflicts for any of the tutorial sections.</p> <p>This course will be delivered in hybrid format and in person attendance will be required for tutorial sessions.</p> <p>TAs are expected to be available for the 2 hr virtual lecture and 2 hr in person tutorial each week of term. Applicants selected for interviews will be requested to indicate which of the tutorial sections they are available to attend.</p> <p>Course and tutorial schedule for Fall 2024:</p> <ul style="list-style-type: none"> <li>• Lecture: C01 (virtual): Mondays 10:30 am – 12:20 pm</li> <li>• Tutorials (in person): T01: Wednesdays, 10:30 am – 12:20 pm; T02: Thursdays, 10:30 am – 12:20 pm; T03: Thursdays, 2:30 – 4:20 pm</li> </ul> <p>Course and tutorial schedule for Winter 2025:</p> <ul style="list-style-type: none"> <li>• Lecture: C01 (virtual): Fridays 12:30 – 2:20 pm</li> <li>• Tutorials (in person): T01: Tuesdays, 2:30 – 4:20 pm; T02: Wednesdays, 2:30 – 4:20 pm; T03: Fridays, 2:30 – 4:20 pm</li> </ul>

\*\*\* 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 5, 2024

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*