

CUPE 3902, UNIT 3
Summer 2014
EMERGENCY POSTING

The Master of Management & Professional Accounting Program invite applications for Sessional Instructional Assistant Positions as listed in the SIA Posting Listing. **Please note that some position announcements and all the hours listed for each position are tentative, pending final determination of course offerings and enrolments.** All positions are on the University of Toronto Mississauga Campus, unless otherwise noted.

Salary rates are in accordance with the CUPE 3902, Unit 3 Collective Agreement.
The current rates of pay are as follows:

Undergraduate:	\$39.43 per hour
SGS I (Masters):	\$42.05 per hour
SGS II (Ph.D.):	\$42.05 per hour
Assistant Invigilator:	\$27.70 per hour

Appointment period will be: As indicated on the MMPA SIA Positions Listing.

Job Posting date: May 8, 2014

Individuals interested in these positions should apply no later than May 15, 2014.

ONLY FORMAL APPLICATIONS IN WRITING WILL BE CONSIDERED.

Applications for EACH course must be accompanied by a resume and a photocopy of marks.

Application forms are now available from the Master of Management & Professional Accounting Program Office WD 2096 William Davis Building or

http://www.utm.utoronto.ca/~w3mmpa/200707a/Academic_Opportunities/MMPA.html

Please forward completed applications via email or fax, preferably.

Master of Management & Professional Accounting Program Office
University of Toronto Mississauga
3359 Mississauga Road North
William Davis Building, Room 2096
Mississauga, Ontario L5L 1C6

MASTER OF MANAGEMENT & PROFESSIONAL ACCOUNTING PROGRAM

SUMMER 2014 SESSIONAL INSTRUCTIONAL ASSISTANT POSITIONS

UNIT 3

Emergency Postings

Course Number & Title	Instructor	Date of Appointments	Course Enrollment (est.)	Size of Appointment (hours)	Qualifications	Duties
MGT 1221H Accounting I (Financial)	M. Schneider	June - August 2014	68	60 hrs +30 for tutorials	CA, CPA (qualified) with professional marking experience	(a) Marking assignments (b) Invigilation (tests & exam) (c) Tutorials
MGT 1301H Strategic Management	V. Aivazian K. Yousie	May - July 2014	88	100 hrs	MGT 1301 or equivalent	(a) Marking cases/mid-term/exams (b) Compile marks (c) Invigilation (tests & exam)
MGT 1350H Marketing	S. Meza	June - August 2013	68	60 hrs	MBA with above-average performance in MGT 1368, with as many marketing courses as possible; or PhD student with marketing background. Experience with case writing and discussion a MUST	(a) Grading assignments (b) Tutoring (c) Invigilation (tests & exam)
MGT 2004H Advanced Strategic Mgmt	P. Meredith	May – July 2014	84	90 hrs	MGT. 1301, 2007 or equivalent	(a)Marking & Case Support (Primary) (b)Compilation of marks and grading class participation (c)Invigilation (tests & exam)
MGT 2014H Business Law	M. Schneider	May – July 2014	88	90 hrs	3rd yr. Law student/Ontario qualified lawyer with corporate commercial experience/previous marking experience	(a) Marking assignments (b) Maintain grades records (c) Invigilation (tests & exam)
MGT 2208H Taxation 3	A. Iqbal	May – July 2014	55-65	103	CA designation or MTAX with previous marking experience	(a) Assist in marking (b) Assist in preparing cases (c) Assist with tutorials (d) Invigilation (tests & exam)
MGT 2282H Integrative Cases in Professional Decision-Making	M. Schneider	May – July 2014	84	205.5	CPA,CA designation/qualified - with marking experience – SOA/UFE and/or related. (multiple TA s will be hired for this course	(a) Marking assignments (b) Invigilation (tests & exam)

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Written Presentation of Self	A. Noble7	June – September 2014	70	200 hrs	<p>Senior MMPA Student (or student with equivalent writing skills) and excellent knowledge of writing technique</p> <p><u>Please note:</u></p> <p>* ALL applicants (including returning TAs) must submit a cover letter that includes a statement of how the applicant: a) feels he/she can contribute to this support, and b) which areas they are most interested in supporting and why (written feedback of application materials, practice behavioural interviews, international student support).</p> <p>* ALL applicants (including returning TAs) must include an updated resume (Applications without the above will not be considered).</p>	<p>(a) Reviewing & critiquing students' written work including resume and cover letter</p> <p>(b) Tutoring</p> <p>(c) Assisting with Practice Behavioural interviews</p> <p>(d) Please submit your resume along with a cover letter outlining your interest in this position.</p>
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NOTES:

- 1) Department Standards and Policies are available in the departmental office and in the CUPE, Local 3902 office.
- 2) Should rates stipulated in the collective agreement vary from rates in posting, the rates stated in the collective agreement shall prevail.