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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: Human Resources Management

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **No limits**

Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
4PA3	Business Policy	8	1	97.5	46	Cossa, Rita/ Bontis, Nick/ Vilks, Peter	LGSP0I

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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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Skills, Qualifications, Abilities and Experience – Required & Preferred: preference to previous TA's and graduates of 4PA3. Must be able to attend lectures.	
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):

Preferences must be submitted by 4:30pm on
Application deadline: 4:30pm on _August 30th 2017

Written preferences may be submitted to:

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

OR For additional postings as per 13.03(b):

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Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **No limits**

Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1EO3	Business Environment and Organization	7 1	2	97.5 65	260	Cossa, Rita	LGSP0I

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G	Grading (Marking, Entering Marks)	O	Other duties as assigned:

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<p>Skills, Qualifications, Abilities and Experience – Required & Preferred:</p> <p>97.5 hours (Teaching tutorials): minimum B+ in COMM 1EO3 and a minimum A- in COMM 3MC3; will run four weekly tutorials; must attend first TA meeting on Thursday, December 7 from 10:30 a.m. to noon; must attend weekly TA meetings on Fridays from 10:30 to 11:20 a.m. once the term begins; must be available to invigilate the midterm on Friday, Feb. 9 from 5:30 - 8:30 p.m.</p> <p>65 hours (administrative): minimum B+ in COMM 1EO3; must be proficient with VLOOKUP; must be available to invigilate the midterm on Fri., Feb. 9 from 5:30 - 8:30 p.m.</p>	
<p>Other Information***:</p>	

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Teaching Assistant Job Posting

Department/School/Unit: Human Resources Management

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): **No limits**

Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
4PA3	Business Policy	8	2	97.5	43	Neville, Francois/ Vilks, Peter	LGSP0I

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Anticipated Duties:

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Skills, Qualifications, Abilities and Experience – Required & Preferred: preference to previous TA's and graduates of 4PA3. Must be able to attend lectures.	
Other Information***:	

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Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
4SA3	International Business	6	2	97.5	45	Stockton, Linda	LGSPOI

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Strong sense of responsibility; able to attend all classes; good knowledge about management and global economy	
Other Information***:	

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Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
4SD3	Commercial Law	2	2	65	50	Stillman, Paul	LGSPOI

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Minimum A- in P722 or 4SD3, or previous experience as TA for Stillman	
Other Information***:	

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Date of Posting: August 17th 2017

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4SG3	Corporations and Society	1	2	32.5	25	Mcknight, Brent	LGSP0I

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Preference to PhD student; interest in social or environmental issues	
Other Information***:	

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Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
IBH1A B3	Organizational Behaviour	1	2	65	80	Cossa, Rita	LGSP0I

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Minimum B+ in COMM 1EO3 and a minimum A- in COMM 3MC3; must be available to attend lectures on Thursdays from 2:30 - 4:20 p.m.	
Other Information***:	

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Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
P700	Business, Government, and the Global Environment	1	2	130	30	Constantinou, Peter	LGSP0I

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Minimum A in P700	
Other Information***:	

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Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
P720	Strategic Management	1	2	97.5	60	Calic, Goran	LGSPOI

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Minimum A in P720	
Other Information***:	

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Date of Posting: August 17th 2017

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
P731	Crisis Management and Communications	1	2	32.5	30	Sessional 3 - STRAT, Unknown	LGSP0I

* 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: Strong writing and editing skills. Knowledge of strategic business communication practices, Ability to help provide immediate feedback to students on case study reports.	
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):

Application deadline: 4:30pm on _August 30th 2017

Written preferences may be submitted to:

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

OR For additional postings as per 13.03(b):

Preferences must be submitted by 4:30pm on

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