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:** MBA

**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:** Tuesday March 26, 2019

<table>
<thead>
<tr>
<th>Course #*</th>
<th>Course Title</th>
<th># of TAs required</th>
<th>Term **</th>
<th># of Hours</th>
<th>Projected Enrolment (if available)</th>
<th>Supervisor</th>
<th>Anticipated Duties (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL625</td>
<td>Advanced Professional Skills</td>
<td>3</td>
<td>1</td>
<td>32.5</td>
<td>50</td>
<td>Willi Wiesner</td>
<td>LSGPIO</td>
</tr>
</tbody>
</table>

* 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.

**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/](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:**

This course is offered in a 1 week, intensive format April 29- May 3. Three TAs are required with expertise or a specialization in each of the following core content areas:

1. Finance (1 position)
2. Health Care (1 position)
3. Consulting (1 position)

**Other Information***:

TAs must be a current MBA or PhD student, or a recent graduate of a Business Program. TAs must be available for student mentorship throughout the week and be available all day Friday May 3rd to assess presentations. Additional grading, including evaluating a research report, will be required through the month of May to complete the balance of TA hours.

*** 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)(l):**
Written preferences may be submitted to:
https://dsbta.business.mcmaster.ca/Application/
Applications submitted to: https://dsbta.business.mcmaster.ca/Application/

OR For additional postings as per 13.03(b):
Preferences must be submitted by 4:30pm on April 2, 2019
Application deadline: 4:30pm on April 2, 2019

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_