

DEGROOTE SCHOOL OF BUSINESS

T.A. POSTINGS – Winter 2012

November 25, 2011

The following are Undergraduate T.A. Positions available for the Winter 2012 semester (January 3 to April 4). To apply to these positions, please complete the attached application form. Please submit the application form along with your resume by MONDAY, DECEMBER 5, 2011

**** PLEASE NOTE: All Commerce courses will be taught at the Main Campus in Westdale. ****

All qualified candidates are encouraged to apply. McMaster University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates legally able to work in Canada, including 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) (“TAships”) will be given priority consideration. Those who have already been assigned 260 hours of TAship(s) at the time of application may nevertheless apply. Once the preference note above has been taken into account, applicants who have already been assigned 260 hours of TAship(s) may be offered the position, but in order to accept such offer they must obtain and submit written approval to work such additional hours pursuant to section 2.4.3 of the School of Graduate Studies calendar in the case of graduate student applicants, and from the appropriate Department Chair in the case of undergraduate applicants.

Wages as per “Schedule A of the current Canadian Union of Public Employees (CUPE) Collective Agreement, Local 3906, Unit.1

ACCOUNTING & FINANCIAL MANAGEMENT SERVICES

The available positions are:

No. Positions	Course # / Title	Estimated Enrolment	Minimum Qualifications/ Responsibilities
8 x 96 hrs.	2AB3 – Managerial Accounting I	750	- at least A- in 2AB3, experience in conducting tutorial sessions as well as maintaining course website and student records on E-learn at McMaster University - marking, tutorials, office hours, preparation, meet with instructor
3 x 96 hrs.	3AC3 – Financial Accounting III	200	- at least A- in 3AC3 - tutorials, marking, office hours, preparation, meet with instructor
2 x 96 hrs.	4AA3 – Managerial Accounting II	100	- at least A- in 4AA3 - marking assignments, office hours, updating students’ records, meet with instructor
2 x 96 hrs.	4AF3 – Accounting Theory	100	- at least A- in 4AF3 - marking, office hours, preparation, meet with instructor

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November 25, 2011

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FINANCE & BUSINESS ECONOMICS

The available positions are:

No. Positions	Course # / Title	Estimated Enrolment	Minimum Qualifications/ Responsibilities
1 x 96 hrs.	4FI3 – Trading in Financial Markets F722 – Market Trading & Risk	40	- at least B+ in 4FI3 or F722 of GTF software - tutorials, marking, meet with instructor

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STRATEGIC MARKET LEADERSHIP & HEALTH SERVICES MANAGEMENT

The available positions are:

No. Positions	Course # / Title	Estimated Enrolments	Minimum Qualifications/ Responsibilities
13 x 96 hrs.	1EO3 – Business Environment & Organization	720	- at least A- in 3MC3 and a minimum B in 2MA3 - tutorials, marking, office hours, meet with instructor, midterm preparation, training, emails, spreadsheet
2 x 96 hrs.	1BO3 – Business Environment & Organization	266	- at least A- in 3MC3 and a minimum B in 2MA3 - marking, office hours, assist in running in-class exercises, meet with instructor, midterm preparation, online training, emails, spreadsheet
2 x 96 hrs.	2MA3 – Introduction to Marketing		- at least A- in 2MA3, previous T.A. experience (preferably in 2MA3) - marking, office hours, preparation, meet with instructor

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R.A. POSTINGS – Winter 2012

November 25, 2011

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I. ASSOCIATE DEAN’S OFFICE

No. Positions	Course # / Title	Minimum Qualifications/Responsibilities
Hours as needed	N/A	- 2 nd or 3 rd year Undergraduate student - Research skills and spreadsheet/database experience preferable, Minimum B+ cumulative average - analyses of course evaluations