

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: DeGroote School of Business

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)
1GR0	DeGroote Student Experience and Development I	24	Fall 2024/Winter 2025	60 hrs per term per TA	800	Sue McCracken	LSGPIO

* 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 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: Applications are encouraged from qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.	Successful candidates must have a minimum B+ average and the ability to run bi-weekly tutorials. They will have strong leadership, mentoring and communications skills and should demonstrate genuine empathy when dealing with struggling students. Candidates should be active community/team builders who are able to interact with students from diverse backgrounds. Experience in DeGroote extra-curriculars is considered a strong asset.
Other Information***:	<p>Note that this position continues from Fall 2024 through Winter 2025. Classes and Tutorials will be in person. Comfort with leading groups is expected.</p> <p>You will be required to attend all classes and lead bi-weekly tutorials.</p>

	<p>Please indicate if you have a preference or scheduling conflicts for any of the tutorial sections:</p> <p>C01-C03: Tuesdays – 8:30 a.m. to 10:30 a.m. C04-C06: Thursdays – 8:30 a.m. to 10:30 a.m. C07-C09: Thursdays – 10:30 a.m. to 12 :30 p.m. C10-C12: Wednesdays – 8:30 a.m. to 10:30 a.m.</p>
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*** 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 4, 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

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Course #*	Course Title	# of TAs required	Term**	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
2GR0	DeGroote Student Experience and Development II	7	Fall 2024 & Winter 2025	50 per term	<500	Helen Chen	LSGPO

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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

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: Applications are encouraged from qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from designated employment equity groups.	Preferred: Call for 3 rd and 4 th year BCom students Applicants who can work both Fall & Winter terms Successful completion of 2GR0 Skills: Communicate effectively Facilitation skills to lead group discussion Mentoring skills to support students’ learning experience Data analytics – use of Excel Abilities: Detail-oriented and organized
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	<p>Self-management, particularly good time management skills Good interpersonal skills, able to interact with students from diverse backgrounds and manage conflict Ability to demonstrate genuine empathy when dealing with struggling students. Self-awareness, willingness to learn and development Comfortable using online technology.</p> <p>Experience: Teamwork experience outside academia (sport, arts, community, and so on) is highly desirable.</p>
Other Information***:	<p>Most work will be performed virtually using McMaster University online tools. Please indicate if you cannot hold this position for both Fall 2024 and Winter 2025 term. Course and tutorial schedule: Mondays 7-9 p.m. for both Fall 2024 and Winter 2025 terms.</p>

*** 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 August 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.

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

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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:

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: Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).	Preferred: Call for 4 th and 5 th year BCom students. Skills: Prior experience in teaching/mentoring and grading is desirable. Abilities: 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. Experience:
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	<p>Familiar with experiential and community-engaged learning. Experience volunteering/working with not-for-profit organizations and community groups is preferred.</p>
Other Information***:	<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"> • Lecture: C01 (virtual): Mondays 10:30 am – 12:20 pm • 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 <p>Course and tutorial schedule for Winter 2025:</p> <ul style="list-style-type: none"> • Lecture: C01 (virtual): Fridays 12:30 – 2:20 pm • Tutorials (in person): T01: Tuesdays, 2:30 – 4:20 pm; T02: Wednesdays, 2:30 – 4:20 pm; T03: Fridays, 2:30 – 4:20 pm

*** 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.

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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.

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Course #*	Course Title	# of TAs required	Term**	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
4GR3	DeGroote Student Experience and Development III	8 per term	Fall 2024 / Winter 2025	62 per term per TA	<500	Candice Chow	LSGPIO

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Anticipated Duties:

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Skills, Qualifications, Abilities and Experience – Required & Preferred: Applications are encouraged from members of the four designated employment equity groups (women, persons with disabilities, racialized persons, and indigenous persons).	Preferred: Call for second year MBA students or graduates. Skills: Prior experience in teaching/mentoring and grading is desirable. Abilities: <ul style="list-style-type: none">• Excel at Case Analysis, case competition experience preferred• General management & strategic thinking• Comfortable with both qualitative and quantitative assessment• Strong communicator (presentation & teaching)• Detail-oriented.• Ability to interact with students from diverse backgrounds.• Ability to demonstrate genuine empathy when dealing with struggling students.
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	<ul style="list-style-type: none"> • Self-awareness, self-development, conflict management, interpersonal skills, etc. • Comfortable using online technology. • Comfortable with ambiguity, quick to adapt to change • Demonstrate professionalism and enjoy working with external clients <p>Experience: Familiar with experiential and community-engaged learning. At least 2 – 3 years of industry experience preferred.</p>
<p>Other Information***:</p>	<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 is in-person, in person attendance will be required for tutorial sessions.</p> <p>Course and tutorial schedule for Fall 2024:</p> <ul style="list-style-type: none"> • C01 Friday 8:30AM - 11:20AM • C02 Wednesday 11:30AM - 2:20PM • C03 Friday 11:30AM - 2:20PM • C04 Monday 8:30AM - 11:20AM <p>Course and tutorial schedule for Winter 2025:</p> <ul style="list-style-type: none"> • C01 Tuesday 8:30AM - 11:20AM • C02 Mo 2:30PM - 5:20PM • C03 Fr 8:30AM - 11:20AM • C04 Mo 11:30AM - 2:20PM <p>There will be additional 4GR3 TA trainings required for a minimum of 6 hours.</p>

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