

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: IS

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: May 21, 2020**

Course #*	Course Title	# of TAs required	Term**	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
eHealth746	Healthcare Analytics	1	Spring/ Summer	162.5	25	Roham, Merdad	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 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:	<ol style="list-style-type: none"> 1. Experience working with ICD10, CCI, CMG+, RIW coding 2. Knowledge of Excel(functions), SPSS (programming); Tableau (BI principles and dashboard design and story telling). 3. Health statistics, data management and data mining for healthcare experience. 4. Knowledge and working experience with CCHS, DAD, Patient Cost databases. 5. Knowledge of chronic diseases and comorbidities, their drivers 6 Flexibility of working on late evening time
Other Information***:	May 4, 2020 to Aug 31, 2020

*** 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 May 29, 2020 at 4:30PM

Application to: <https://dsbta.business.mcmaster.ca/Application/>