

APPENDIX A – TEACHING ASSISTANT JOB POSTING

EXTENDED

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: DeGroot School of Business

Bargaining Unit: CUPE 3906 Unit #1

Wage Rate (include any limitations – i.e. TAs with guarantees only, Class ‘B’ only): Class B only Date of Posting: July 8, 2020

Course #*	Course Title	# of TAs required	Term **	# of Hours	Projected Enrolment (if available)	Supervisor	Anticipated Duties (see below)
1GR0	DeGroot Student Experience and Development I	30	1 and 2	195	1000	Sue McCracken	LSGPIIO

* 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:	Preference will be given to candidates with a B + or more overall GPA. They should have strong leadership and communications skills. They should be active community/ team builders. Experience as a “Greensuit” is considered a strong asset. Applicants should have strong digital literacy and be skilled at using educational technology software, such as Avenue to Learn, TopHat, MS Teams, Zoom, Discord.
Other Information***:	TAs will run weekly tutorials.

*** 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 July 19th 2020

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