



In accordance with Article 12:01 of the CUPE 4580 Collective Agreement, the Odette School of Business invites applications for TA positions for the Fall 2024 term. There are approximately 3256 hours available for Fall 2024. (All positions are full term (**September 5 – December 31**) subject to sufficient enrolment and final budgetary approval).

The following courses usually require TA support: (see Fall 2024 timetable for dates and times of classes). Projected number of positions per course and number of hours in each position is dependent on final enrolments as well as the number of eligible applicants which may differ from projected positions and hours listed below.

Management Science Area				Marketing Area			
Course # and Name		# of positions & Est. total hrs		Course # and Name		# of positions & Est. total hrs	
MSCI 1000	Intro. to Bus. Data Analysis	2	60 hrs ea.	MKTG 1310	Principles of Marketing	4	60 hrs ea.
MSCI 2020	Business Data Analysis	4	40 hrs ea.	MKTG 2320	Mktg Probs: Applic. & Decisions	1	40 hrs
MSCI 2130	Intro. to Mgmt. Info. Systems	2	60 hrs	MKTG 3320	Research Methods in Mktg.	1	50 hrs
MSCI 2200	Quantitative Decision Models I	2	50 hrs ea.	MKTG 3340	Consumer Behaviour	2	25 hrs ea.
MSCI 2230	Intro. to Data Science for Bus.	1	30 hrs	MKTG 4410	Sustainability in Marketing	1	30 hrs.
MSCI 3050	Stat. Quality Design & Control	1	30 hrs				
MSCI 3200	Quantitative Decision Models II	1	30 hrs				
MSCI 3310	Operations Management I	2	50 hrs ea.				
MSCI 3410	Supply Chain Management I	1	50 hrs				
MSCI 4310	Oper. & Supply Chain Mgmt. II	1	40 hrs				

Assistants cannot commence their GA/TA duties until email confirmation of the approval of their contract is received from Human Resources (email titled “Authorization to Commence GA/TA Duties”).

TA employees are expected to make themselves available to report for all assigned duties, **both in-person/on-campus and remote/online duties**. Most classes across the University are held face-to-face on campus or have a face-to-face component. Refer to the University’s current [health and safety regulations](#).

**Eligibility requirements:** Successful applicants must be available to attend at the specified time of the course/lab/exams and to report for all assigned duties, which may include both in-person/on-campus and remote/online duties.

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship, you must be a registered undergraduate student:

- must be registered for the term of work at the time of hiring.
- must maintain registration throughout the term and must be in good standing in the degree program.

Note that Teaching Assistants cannot be employed for no more than 100 TA hours per semester total. If you already hold or have applied for another TA position (in this or another department) note that the **total combined hours** for all TA appointments held in all departments **cannot exceed 100 hours for the Fall term period (September 1 to December 31)**.

**Required essential qualifications:** To be eligible, you must be a Business student and successfully passed the course with an 80% or better; must have an overall GPA of 70.0 or higher; must have good communication skills; reliable internet connection with video and audio capabilities; must be familiar with software such as MS Teams and Brightspace. Preference will be given to applicants in their area of specialization.

**ADDITIONAL SPECIFIC REQUIREMENTS:** MSCI 2130: Good working knowledge of MS Excel and MS Access including the development of macros within these environments. Must be available to attend labs and assist students during class time.

**Deadline for receiving applications for TA positions is: August 2, 2024 at 12:00 p.m.**

Application forms are available at [www.uwindsor.ca/business](http://www.uwindsor.ca/business)

Completed applications must be submitted by email to: Lena Razwan, [razwan1@uwindsor.ca](mailto:razwan1@uwindsor.ca)

“In pursuit of the University of Windsor’s Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply”