



In accordance with Article 12:01 of the CUPE 4580 collective Agreement the Odette School of Business invites applications for Teaching Assistantship (TA) positions in the areas of Management and Strategy for Fall term 2024. There are approximately 3,256 hours available for Fall 2024. *(All positions are subject to final budgetary approval and sufficient enrolment.)*

These positions run from **Sept. 5 to Dec. 31, 2024**, unless otherwise noted.

Management Area		Strategy Area	
Course # and course name	# of positions & Est. hrs	Course # and course name	# of positions & Est. hrs
*MGMT 1000 Bus. Comm	3 75 hrs each	STEN 1000 Intro. to Business	6 100 hrs each
MGMT 2400 Organizational Behaviour	5 50 hrs each	STEN 2900 Entrepreneurship	1 50 hrs
MGMT 2430 Human Resources	3 50 hrs each	STEN 3930 International Bus.	1 50 hrs
MGMT 3000 Bus. Ethics	3 50 hrs each	*STEN 3970 Law & Bus. Admin.	3 50 hrs each
MGMT 3440 Labour Relations	1 30 hrs		
MGMT 3830 Intl Human Res Mgt	1 30 hrs		
MGMT 4410 Training & Develop.	1 30 hrs		
MGMT 4450 Organization Design	1 30 hrs		
MGMT 4510 Organizational Staffing	1 30 hrs		
MGMT 4850 HR Planning	1 30 hrs		

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

**Successful applicants are expected to make themselves available to report for all assigned duties, both in person/on-campus and remote/online duties.** Most Fall 2024 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](#).

TA positions are offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the CUPE 4580 Collective Agreement.

To be eligible for a TA position, student must be registered undergraduate student, and have the following essential qualification for the courses listed above:

- 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
- Must have taken the course with a minimum of 80%.
- Must have a GPA of at least 70%.
- Must have good communication skills.
- Must have access to a computer with a reliable internet connection with video and audio capability.
- Must be familiar with software such as MS Teams, Brightspace, Zoom, etc. or be able to acquire knowledge through training.

**NOTE:** Preference will be given to applicants in their area of specialization.

**ADDITIONAL SPECIFIC REQUIREMENTS:**

**\*MGMT 1000:** Must be senior level business student who had achieved at least 80% in MGMT 1000. As well, he/she should excel at both written and oral communication skills, including possessing a strong comfort level with providing feedback and coaching of presentation, writing, grammar, and interpersonal communication.

**\*STEN 3970:** Candidates should have completed a full semester course in each of [contract law](#), with ability to evaluate the correct expression of legal terms for business.

Teaching Assistants can be employed for no more than 100 TA hours per semester total per Article 14 of the CUPE 4580 Collective Agreement. 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 (Sept. 5<sup>th</sup> to Dec. 31<sup>st</sup>)**. Refer to [Fall 2024 timetable](#) for dates and times of classes.

Application forms are available in Room OB 405 or from the Odette webpage → [Tutoring Info & TA Positions | Odette School of Business](#)

Please submit your complete application to Dina Labelle via eMail at [MGMT-STEN@uwindsor.ca](mailto:MGMT-STEN@uwindsor.ca) along **with a recent transcript by 12 PM EST on August 2<sup>nd</sup>, 2024**.

*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.*