

## SESSIONAL INSTRUCTIONAL ASSISTANTS

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### ROTMAN SCHOOL OF MANAGEMENT CONTINUOUSLY-POSTED NOTICE FILLING POSITIONS UNDER THE CUPE 3902 UNIT 3 COLLECTIVE AGREEMENT

#### HOW TO SUBMIT AN APPLICATION

The Rotman School of Management may hire Sessional Instructional Assistants (Teaching Assistants who are not currently registered as students at the University of Toronto) to assist instructors in the delivery of some of its Commerce and MBA courses. Specific courses will be posted on the Departmental website: <http://www-2.rotman.utoronto.ca/employment/tapositions/>.

To be considered for a position, an application must be received through the following website: <http://www-2.rotman.utoronto.ca/employment/tapositions/>

#### To register with the website you will need:

A valid email address

Your CV/resume as a Word (version 97 – 2010) or PDF document

Posting closing dates are noted in each posting and the site will stop accepting applications at 11:59 pm on the closing date of the posting.

Please note that no paper applications will be accepted.

For more information or assistance please contact:

Hisani Kreiser

Human Resources Advisor, Academic

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[hisani.kreiser@rotman.utoronto.ca](mailto:hisani.kreiser@rotman.utoronto.ca)

#### GENERAL INFORMATION

Generally speaking, we expect to make decisions concerning courses in August for Fall courses; in November for Winter/Spring courses; and in April for Summer courses. However, some decisions may be made earlier or later than these time frames, depending on circumstances. Unexpected vacancies may arise at any time.

Applications will be retained for twelve (12) months. Persons who submit applications and CVs will receive emailed job postings for specific positions for the subsequent twenty four (24) months.

This notice is posted pursuant to the CUPE Local 3902 Unit 3 Collective Agreement. Please note that in accordance with that Agreement, preference in hiring is given to students enrolled in the School of Graduate Studies of the University of Toronto or prospective graduate students who have made an application to be enrolled, in accordance with the provisions of Article 14:03(a) of the CUPE Local 3902, Unit 1 Collective Agreement.