# 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: SCHOOL OF THE ARTS Bargaining Unit:** CUPE 3906 Unit #1

**Date of Posting: April 7, 2025**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Wage Rate: Class B (Employees not holding an Undergraduate Degree) $29.98/hr** | | | | | | | |
| **Course #\*** | **Course Title** | **# of TAs required** | **Term\*\***  **Spring/ Summer 2025** | **# of Hours** | **Projected Enrolment**  (if available) | **Supervisor** | **Anticipated Duties**  (see below) |
| MUSIC 1AA3 | Intro: History of Western Music II Online | 1 | 7W2  **June 23 to**  **Aug 8, 2025** | 133 | 100 | A Mitchell | S,G,P,I,O |
| MUSIC 2MT3 C01 & C02 | Intro to Music Therapy Practice  Online | 4 | 7W1  **May 5 to**  **June 20, 2025** | 133 | 500 ea | R Hauser-Finnerty | S,G,P,I,O |
| **Skills, Qualifications, Abilities and Experience – Required & Preferred:** | | Applicants should have a distinguished academic record including a strong music background, with strengths in music theory. Those interested in applying for MUSIC 2MT3 should have completed a music therapy course. Preference will be given to candidates with demonstrated skills in group facilitation and oral and written communication. Music majors in their third or fourth year should consider these positions. | | | | | |

\* 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 <https://mytimetable.mcmaster.ca/criteria.jsp>

Anticipated Duties:

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| --- | --- | --- | --- |
| **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/**](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.

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| --- | --- |
| **Application Submission:** | To apply, please indicate the course(s) you are interested in and submit a letter of application describing your skills and possible contributions to the course, a resume of relevant work and volunteer experience, and the names of two references. **Please make sure to include your McMaster email, student number and a current telephone number.** |
| **Other Information\*\*\*:** | Attendance at all classes is a mandatory requirement for these positions.  **Please note class times are online but there will be some in person work on campus required of TAs.**  **MUSIC 1AA3** Applicants – please review the following times:  ONLINE  **MUSIC 2MT3** Applicants – please review the following times:  ONLINE |

\*\*\* 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.

Applications should be addressed to: Dr. Stephanie Springgay, Director, School of the Arts

Please submit all documents in one pdf file by email to [sotajobs@mcmaster.ca](mailto:sotajobs@mcmaster.ca)

**Application deadline: April 16, 2025, by 4pm**

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*