

Winter 2024 TA Job Posting for ARBUS 303 / MGMT 345

Please give a brief description of the course content or a link to the course outline:

<https://uwaterloo.ca/economics/sites/default/files/uploads/documents/mgmt-345-003-1239.pdf>

Any necessary knowledge or skills needed:

Some experience with Python (market basket analysis and sentiment analysis), Power BI, and Google Trends.

Please fill out this chart as closely as you can for the TA duties and hours you predict the course will be using for the entire Winter 2024 term. This will be used as an estimation only. Graduate TAs are not permitted to work more than 140 hours for the term or more than 10 hours in any given week (70 hours or 5 hours a week for a ½ TA). When thinking of the duties you might have for your TA, we ask that you be mindful of this constraint and try not to come up against it. TAs own coursework comes first. Negotiations for a reasonable amount of time for returning marked assignments, etc. will occur as needed.

Duty	Estimated Hours for the Term or N/A	Brief description of unusual or especially time-consuming features of the duty, if any
Meetings with Course Instructor	4	Meeting before each case analysis to go over the grading criteria.
Class preparation	0	
Attending lectures	0	
Student consultation; office hours	11	1 hour/week (excluding first week)
Lecturing	0	
Conducting tutorials	0	
Grading	50	4 assignments x 10 minutes x 60 students = 40 hours Participation 1 minute x 10 classes x 60 students = 10 hours
Proctoring exams	0	
Other duties (describe/explain)	5	Reading the 4 cases = 2 hours Sit on judges' panel for final presentations 3 hours
Totals	70 hrs	