

**Teaching Assistant Posting
Dalhousie University**

Department: Physiology & Biophysics
Room 3B1 Sir Charles Tupper Medical Bldg.
Dalhousie University
Halifax, NS B3H 4R2

Posting Date: November 7, 2024

Application Deadline: December 2, 2024

Positions: **A)** Up to 9 PHYL1002/1012 Tutorial TA positions– 65 hours each (remote or in-person)
B) 1 PHYL 1012 Nursing student-dedicated TA position- 90 hours (in-person)
C) 1 PHYL1002/1012 Communication TA position– 90 hours (remote or in-person)

Term/Dates: Winter 2025 term: January 6 – April 23, 2025

Pay Rate: In accordance with CUPE Collective Agreement

Work Assignment:

A. 9 Tutorial TA positions (65 hours each) – PHYL 1002 & 1012.

Teaching Assistants will be responsible for providing support for PHYL1002/1012 Human Physiology 2 (1002: online and/or 1012: hybrid). There are 2 types of tutorial positions: one can be conducted entirely remotely, and one requires in-person availability to invigilate exams and/or to lead tutorials. Both types of positions have the same hours requirement, but the hours are split differently (i.e. more grading for the remote position).

Duties will include, but are not limited, to the following:

Each TA will lead a section (between 40-70 students) throughout the course. The responsibilities of TAs include:

- Leading a weekly online or face-to-face tutorial (1 h). Each tutorial will review important physiological concepts from the previous week. There are 9 tutorials scheduled for the semester and material will be provided by the instructors. TAs will be expected to review and adapt the material, as necessary.
- Participating in TA training provided by the course instructors, if necessary.
- Marking laboratory assignments (3 labs during the semester) on Brightspace, which includes:
 - (1) verification of completeness of PDF submission
 - (2) marking of written essay answers

It is expected that in-person TAs would be responsible to grade ~40 submissions per lab, while remote TAs would be responsible to grade ~70 submissions per lab. The anticipated grading time is 10-20 grading hours per lab.

- Communicating regularly with course instructors.
- **For in-person TAs only.** Invigilate 3 exams:
 - (1) February 6 and March 13th from 6PM-9PM
 - (2) Final exam: schedule to be released by the Registrar in early February.

Each tutorial section will be compensated as a 65 h TA position. Candidates can apply to lead one or two sections (compensated as a 130 h TA position), depending on their availability and interest.

B. 1 Nursing student-dedicated TA position (90 hours) – PHYL 1012.

Duties will include, but are not limited, to the following:

- Leading one in-person tutorial section (see description above) dedicated to nursing students. This tutorial will occur every Wednesday from 4:05 – 4:55PM throughout the semester.
- Tracking and monitoring nursing students academic progress and performance.
- Proactively following up with struggling nursing students and providing support.
- Communicating regularly with course instructors about student progress and performance.
- Marking laboratory assignments (3 labs during the semester) on Brightspace, which includes:
 - (1) verification of completeness of PDF submission
 - (2) marking of written essay answers

It is expected that the TA would be responsible to grade ~40 submissions. The anticipated grading time is ~10 grading hours per lab.

- Invigilating 3 exams:
 - (1) February 6 and March 13th from 6PM-9PM
 - (2) Final exam: schedule to be released by the Registrar in early February.

This position will be compensated as a 90 h TA position. This position is strictly in-person.

C. 1 Communication TA position (90 hours) – PHYL 1002 & 1012

Duties will include, but are not limited, to the following:

This TA will lead one tutorial section (see description above). In addition, the responsibilities of this TA include:

- Monitoring the course-specific email account and answering students' administrative & content-based questions.
- Directing students to appropriate resources, when necessary.
- Training new TAs
- Coordinating lab grading

This position can be completed remotely or in-person, based on the preference of the chosen candidate.

Requirements for all positions:

The successful applicants will:

- exhibit leadership and initiative to become a role model and reliable resource for the students they work with.
- possess superior communication skills that allow them to provide engaging and dynamic instruction.
- be well-organized, reliable, ethical, and able to comply with Dalhousie's academic integrity policy to mark assignments accurately and fairly.
- be interested in evidence-based pedagogical practices and be willing to be trained and learn.
- understand physiological core concepts and be able to communicate this knowledge appropriately to the audience.

Having a graduate degree in physiology or in a related area or be currently enrolled as a graduate student in physiology is an asset. Having prior teaching or TAing experience, especially in physiology courses, will also be considered.

If interested in these positions, please email your application **on or before December 2, 2024** to Dr. Joshua Slysz (joshua.slysz@dal.ca). Your application should include a cover letter that **indicates which position(s) you are most interested in (feel free to list in order of interest)** and your résumé. If you have any questions about these positions, please contact Joshua directly. Offers of employment will be given according to CUPE guidelines.

All offers of employment are conditional upon sufficient student enrolment in the course and approval by the University.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity