

**Teaching Assistant Posting
Dalhousie University**

Department: Physiology & Biophysics
Room 4N01 Sir Charles Tupper Medical Bldg.
Dalhousie University
Halifax, NS B3H 4R2

Posting Date: November 15, 2023

Application Deadline: November 30, 2023

Position: 1 PHYL 2044 TA position – 65 hours

Term/Dates: Winter term (including final exam period): January 8 - April 23, 2024

Pay Rate: In accordance with CUPE Collective Agreement

Work Assignment:

The Teaching Assistant (TA) will be responsible for providing support for PHYL 2044 Human Systems Physiology.

Communication TA position (65 hours)

The TA will be the first point of contact for students, a key liaison between the students and faculty, and responsible for various course logistics. It is expected that the individual will understand physiological core concepts and be able to communicate this knowledge appropriately to the students.

Specifically, the TA will be responsible for:

- Monitoring the course-specific email account, answering administrative and content-based questions, and directing students to faculty or appropriate resources.
- Setup and maintenance of the course Brightspace site by posting material (syllabus, lecture slides, *etc.*), editing and posting Panopto lecture recordings, and monitoring the Discussion Board to answer posted student questions or alerting the appropriate faculty.
- Exam organisation by soliciting exam questions from faculty, collating the exam questions, arranging for exam printing, invigilating exams (if schedule allows), arranging for exam marking, monitoring SDA submissions, and arranging makeup exams.
- Handling of Accommodation requests and Accommodation exam submissions.
- Inputting student marks into Brightspace and DalOnline.
- Meeting with students to review exams, if necessary.
- Monitoring and proactively reaching out to students who appear to be struggling academically.

Requirements:

Having an undergraduate degree in Physiology or a related area or being currently enrolled as a graduate student in Physiology is an asset. Prior teaching or TA experience will also be considered. The successful

applicant will be well-organised, reliable, and possess superior communication skills, allowing them to provide sensitive and appropriate responses to student requests.

If interested in this position, please email your application **on or before November 30, 2023** to Dr. Alex Quinn (alex.quinn@dal.ca). Your application should include a Cover Letter detailing any relevant experience. If you have any questions about this position, please contact Dr. Quinn 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