Teaching Assistant Posting  
Dalhousie University

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

**Posting Date:**  
June 29, 2023

**Application Deadline:**  
July 17, 2023

**Position:**  
1 PHYL 2041 TA position – 65 hours

**Term/Dates:**  
Fall term: September 5-December 6 2023

**Pay Rate:**  
In accordance with CUPE Collective Agreement

**Work Assignment:**

The Teaching Assistant will be responsible for providing support for PHYL 2041 Human Neurophysiology (Hybrid format).

**Communication TA position (65 hours)**

This TA will be a key liaison between students and faculty. As such, this person will become the first point of contact for students, will answer administrative and content-based questions via email, and direct students to appropriate resources when necessary. It is expected that the individual will understand physiological core concepts and be able to communicate this knowledge appropriately to the students.

Specifically, this individual will be responsible for:

- Monitoring the course-specific email account and answering and/or directing students’ questions to faculty or resource supports.
- Setting up the course Brightspace site, posting material (syllabus, lecture slides, etc.) to the site as necessary, editing and posting Panopto lecture recordings, and monitoring the Discussion Board to answer posted student questions.
- Assisting faculty with exam organization, preparation, printing, invigilation, SDA submissions, and marking (including for make-up exams, if necessary).
- Handling of Accommodation requests and 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.

Having an undergraduate degree in a physiology or in a related area or currently being enrolled as a graduate student in physiology is an asset. Prior teaching or TA experience, will also be considered. Also, the individual
should possess superior communication skills which allow them to provide sensitive and appropriate responses to student requests; be well-organized and reliable.

If interested in these positions, please email your application **on or before July 17, 2023** to Dr. Stefan Krueger ([stefan.krueger@dal.ca](mailto:stefan.krueger@dal.ca)) and Dr Marie-Soleil Beaudoin ([marie-soleil.beaudoin@dal.ca](mailto:marie-soleil.beaudoin@dal.ca)). Your application should include a cover letter detailing any relevant experience. If you have any questions about these positions, please contact Dr Krueger 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](http://www.dal.ca/hiringfordiversity)