# TEACHING ASSISTANT/MARKER/DEMONSTRATOR POSTING

DALHOUSIE UNIVERSITY

Halifax, Nova Scotia, Canada, B3H 4R2

**POSTING DATE:** 11 June 2024

**APPLICATION DEADLINE:** 02 July 2024

**POSITION:** Teaching Assistants for **SUST 2000.06**, *Local Governance, Citizen Engagement and Sustainability*. FALL TERM 2024 - Tutorial component (in-person or online)

**EMPLOYMENT PERIOD:** 3 Sept. 2024 – 19 Dec. 2024

**DEPARTMENT/LOCATION:** College of Sustainability, 1401 Mona Campbell

**PAY RATE:** 130 hours as per CUPE Collective Agreement ($3907 gross pay).

**WORK ASSIGNMENT:** Tutorial Teaching Assistants will be responsible for leading tutorials and providing support for SUST 2000.06 “Local Governance, Citizen Engagement and Sustainability”. In the Fall 2024 term, students have the option to register for in-person tutorials or online tutorials. Please clearly specify your preference (or no preference) for leading tutorials in-person or online in your application.

Each Teaching Assistant will assist about 22 students with tutorial activities using a guided Problem-Based Learning (PBL) approach. Each TA will lead one 2-hour tutorial each week. TAs will be required to:

* prepare for tutorials,
* keep up with the class readings,
* lead student discussions on a variety of topics related to their projects,
* keep accurate records of attendance and grades,
* Manage and grade specific assignments (see details below)
* will be responsible for grade entry in the Brightspace gradebook,
* assign groups in Brightspace for each of the 3 modules.

Each Teaching Assistant will grade three individual assignments and three individual reflections for their tutorial section. TAs will also manage and enter grades for the Peer Evaluations submitted by students at the end of each module. Furthermore, TAs will also help grade the final exam and must be available for the entire final exam period, 6 -17 December 2024. The final exam schedule will be posted on October 1st.

TAs will be required to attend a training session at the start of term and weekly team meetings with course instructors throughout the term. A weekly meeting schedule will be determined in consultation with the successful applicants in August.

It is essential that TAs work collaboratively with the course instructor and fellow teaching assistants. TAs report directly to the course instructors and the Academic Advisor and Program Manager in the College of Sustainability.

**REQUIREMENTS OF POSITION:** Successful applicants must be Dalhousie students or recent Dalhousie graduates (2 years) with background that is relevant to “Local Governance, Citizen Engagement and Sustainability”. TAs must be reliable, energetic, and enthusiastic about facilitating undergraduate students through challenging problem-solving team projects. TAs must be proficient at writing in the English language. Experience with Brightspace is required, knowledge of Teams, Collaborate, Panopto and other Dalhousie learning/teaching platforms are an asset. Training for these will be offered through online webinars by the Centre for Learning and Teaching. The College of Sustainability will request an acknowledgment of the TA position from grad supervisors by email before the start of term.

**If you are interested in the above position please apply by completing the application form:**

<https://forms.office.com/r/a4VgtyWT3N>

Applicants must sign in with their Dalhousie Net ID and Password to access the form. Applicants must upload a cover letter and resume (in one file with your name in the file name) and include contact information for two references. If you are interested in more than one SUST TA or Marker position, please complete the application form ONCE for all positions.

**Questions?** Contact: College of Sustainability Program Secretary [cos.secretary@dal.ca](mailto:cos.secretary@dal.ca)

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

*Dalhousie University commits to achieving inclusive excellence through continually championing equity, diversity, inclusion, and accessibility. The university encourages applications from Indigenous persons (especially Mi’kmaq), persons of Black/African descent (especially African Nova Scotians), and members of other racialized groups, persons with disabilities, women, persons identifying as members of 2SLGBTQ+ communities, 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)*.*