

TEACHING ASSISTANT POSTING

Dalhousie University

Halifax, Nova Scotia

B3H 4R2

POSTING DATE: 08 – JAN 2025

APPLICATION DEADLINE: 20 – JAN 2025

Or until position is filled.

POSITION:	Teaching Assistant (1 position available) (January – April, 2025)
DEPARTMENT/LOCATION:	Faculty of Management
LOCATION:	Studley Campus (Current: In-Person)
PAY RATE:	\$1,352 (45 hours) (In accordance with CUPE Collective Agreement)
WORK ASSIGNMENT:	The Teaching Assistant will assist with COMM1712 – Personal / Professional Development II

Duties include, but are not limited to:

1. Review all course materials (PowerPoints, readings, and videos) to be able to respond to student questions
2. Attend in-person classes (Mondays 4:05 pm – 5:25 pm), and tutorial sessions and track participation as well as manage any session recordings (as needed)
3. Manage Panopto recordings, if needed (closed captioning, moving to the appropriate folder, adjusting release dates, adding links to proper modules)
4. Assist in maintaining student records in Excel and Brightspace
5. Mark and/or provide feedback on assignments in an online format with the instructor
6. Complete general administrative work.

REQUIREMENTS OF POSITION:

- Demonstrated understanding of skills necessary to assist first year Commerce students in preparing for securing work terms and developing business relationships in terms of the following:
 - Understanding of SMART goals, practice of self-reflection, creation of a LinkedIn profile, practice interview, cover letter & resume, knowledge of work term course structure and co-op requirements
- Ability to communicate clearly and effectively to a wide range of audiences and for a variety of purposes
- Deadline-oriented time management skills are essential
- Ability to interact well with students—to listen, clarify, question, and respond effectively to student needs
- Skills in organizing information, materials, and people
- Ability to provide positive and constructive oral and written feedback

Applicants must be in Halifax as in-person class attendance will be required during the Winter term of 2025. In addition, there will be an in-person training session(s) required before assisting in

grading assignments unless this specific training session has been completed in a previous semester. If this training has been completed before, a review of training materials will still be required.

Preference will be given to the Faculty of Management (FoM) business students in third & fourth year as well as FoM business students or graduates who have previous experience as a marker in this course.

IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE SEND YOUR CV BY THE APPLICATION DEADLINE TO:

**Professor Kathleen Wooden
kathleen.wooden@dal.ca
Faculty of Management
Dalhousie University**

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.