

MARKER POSTING
Dalhousie University
Halifax, Nova Scotia
B3H 4R2

Posting date: 10 February 2025
Application deadline: 20 February 2025 (or until position is filled)

POSITION: Grader (1 position available)
(February – April, 2025)

DEPARTMENT/LOCATION: Dalhousie Faculty of Management
(current: in-person class, work online)

PAY RATE: **\$24/hr at 41 hours**
(in accordance with CUPE Collective Agreement)

WORK ASSIGNMENT: assist with technical support and class management for
BCOM – COMM 4352

Duties include, but are not limited to:

1. Grade course assignments
2. Help manage Brightspace and set up gradebook
3. Email students who have not submitted deliverables on time
4. Create MS Teams sessions for upcoming live events (if required)
5. Manage course recordings (move to appropriate folder, adjust release dates, add links to proper modules – if required)
6. Manage the recordings of live events on MS Teams (if required)
7. Any related task as needed

REQUIREMENTS OF POSITION:

All tasks and roles will be completed online. Candidates should have completed at least a class at the graduate level about strategy, leadership, and/or general business and obtained a grade of B+ or better. Having attention to detail and timeliness is required. Candidates must be able to responsively correspond with students online regarding course logistics, content, and marks. Experience with Brightspace, MS Teams, (Panopto, Collaborate Ultra, or equivalent) are necessary.

Previous experience as a marker would be an asset.

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

KW Foster, CD, PhD, RMC
Assistant Professor, Strategic Management
bill.foster@dal.ca
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.