

**TEACHING ASSISTANT POSTING**  
**Dalhousie University**  
**Halifax, Nova Scotia, B3H 4R2**

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**POSTING DATE: July 9, 2025**  
**APPLICATION DEADLINE: July 30, 2025 or until position is closed**

**POSITION:** Teaching Assistant & Marker  
(September ~ December 2025)

**DEPARTMENT/LOCATION:** Faculty of Management (Bachelor of Management Program)

**WORK ALLOCATION:** 1 x TA of **45 hours**; (\$1,352)  
1 x Marker of **up to 80 hours** (\$24 per hour)  
(In accordance with CUPE Collective Agreement)

**WORK ASSIGNMENT:** The Teaching Assistant and Marker will assist with MGMT3511  
– Management Information Systems

Duties for TA include, but are not limited to:

1. Preparing and assisting the instructor in delivering lab tutorials with SAP ERP, and Signavio
2. Providing technical support (e.g., software applications used in the course) to students
3. General administration of the course in Brightspace
4. Maintaining an online grade book on Brightspace
5. Communicate regularly with the professor and students
6. Proctor for the final exam

Duties for Marker include, but are not limited to:

1. Grading individual/group assignments, quizzes, and exams.

**REQUIREMENTS OF POSITION:**

Candidate should have completed COMM3511 / MGMT3511 Management Information Systems or an equivalent course with a grade of B+ or better, or have relevant work experience with management information systems. Most tasks and roles will be completed online. A good understanding of Brightspace, MS Teams, and SAP is required. Excellent written and oral communication skills are required as the candidate is required to communicate with students. The computer lab tutorials will take place periodically during the semester.

**IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE APPLY BY THE APPLICATION DEADLINE:**

Dr. FE Bordeleau || [fe.bordeleau@dal.ca](mailto:fe.bordeleau@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.

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*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The University encourages applications from Aboriginal people, persons with a disability,*

*racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community.*