

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

POSTING DATE: Apr 20, 2026-

POSTING DATE: Apr 27, 2026
APPLICATION DEADLINE: May 15, 2026

POSITION: 9 Teaching Assistants & Marker
(May ~ August 2026)

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

WORK ALLOCATION: TA for **45 hours each**; (\$1,530)

WORK ASSIGNMENT: Marker for 323 hours (\$25.59) per hour
(In accordance with CUPE Collective Agreement)

The Teaching Assistant and Marker will assist with

Duties for TA include, but are not limited to:

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

Duties for Marker include, but are not limited to:

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

REQUIREMENTS OF POSITION:

Candidate should have completed BUSI5512 Leveraging Technology (or COMM3511 Management Information Systems) or ERP Systems (BUSI6511 or COMM4511), equivalent courses with a grade of B+ or better, or have relevant work experience with ERPs. Most tasks and roles will be completed in-person and a few tasks will be online. A good understanding of Brightspace, MS Teams; and SAP would be an asset but not required. Excellent written and oral communication skills are required as the candidate is required to communicate with students in-person and online. The computer lab tutorials will take place periodically during the semester and are scheduled as indicated below.

May 22nd 8:35 am – 9.55 am
June 19th 8:35 am – 9.55 am
June 19th 8:35 am – 9.55 am
July 10th 8:35 am – 9.55 am

Applicants must be available to support the exam grading at the beginning of August.

IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE APPLY BY THE APPLICATION DEADLINE AND INDICATE YOUR AVAILABILITY FOR THE 3 TUTORIALS:

Mrs. Keisha Gaspard-Chickoree || keisha.chickoree@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 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.