

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

POSTING DATE:	January 27, 2026
APPLICATION DEADLINE:	Feb 27 2026 Until the position is filled.
POSITION:	Teaching Assistant (TA) – 1 position available [January – March 2025]
DEPARTMENT/LOCATION:	Faculty of Management / MSIS Department
PAY RATE:	\$850 (25 hours)
WORK ASSIGNMENT:	The TA will assist with COMM4512 – Business Analytics’ in-class hands-on tutorials.

Duties include, but are not limited to:

1. **Preparing and attending the labs (Please see details below): (7 x 3 hours (including prep and attendance at the lab classes = 21 hours)**
2. Communicating regularly with the professor for lab sessions: 4 hours.

REQUIREMENTS FOR THE POSITION:

The candidate should have completed COMM4512, INFO6513, or BUSI6532 with an excellent grade.

The candidate must be available to attend **seven synchronous lab sessions (Thursdays 4:05 PM ~ 5:25 PM) during in-person classes**, specified in the table below.

Weeks and dates	Works
Thurs, Jan 29	Lab #4 SAP Analysis for Excel
Thurs, Feb 5	Lab #5 SAP Analytics Cloud
Thurs, Feb 12	Lab #6 Tableau
Thurs, Feb 26	Lab #7 SAP Crystal report
Thurs, March 5	Lab #8 Text analytics with Communalytic, SAP Analytics Cloud, & Tableau
Thurs, March 12	Lab #9 SAP Analytics Cloud Data mining 1
Thurs, March 19	Lab #10 SAP Analytics Cloud Data mining 2

Excellent written and oral communication skills are required as the candidate is required to communicate with students online/offline regarding course logistics and content. Knowledge of SAP Analytics Cloud, SAP Analysis and Crystal Report, Excel Pivot, Tableau, other Data Visualization programs, and Brightspace course administration would be an asset. Please note that your previous instructors who have taught the abovementioned courses will be contacted for your reference, upon your permission (or when applying, please provide me with the names of your previous instructors who taught the abovementioned courses as your referee).

IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE APPLY BY THE APPLICATION DEADLINE: Prof. Kyung Young Lee || kyunglee@dal.ca || FOM

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.