

## TEACHING ASSISTANT POSTING

Dalhousie University  
Halifax, Nova Scotia  
B3H 4R2

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POSTING DATE: 06 Jan 2026  
APPLICATION DEADLINE: 20 Jan 2026 Or  
until position is filled

**POSITION:** Teaching Assistant (1 position available)  
(Jan – April, 2026)

**DEPARTMENT:** Dept. of Management Science & Information Systems, Faculty  
of Management

**LOCATION:** Studley Campus (in-person)

**PAY RATE:** \$ 850 (25 hours) (In accordance with CUPE Collective  
Agreement)

**WORK ASSIGNMENT:** The Teaching Assistant will assist with **MGMT 3501** (Operations  
Management)

Duties include, but are not limited to:

1. Perform general course administration
2. Answer questions related to course content (approximately 1 hour per week)
3. Assist with setting quizzes and managing gradebook on Brightspace
4. Assist with the invigilation of term tests
5. Assist the professor when needed
6. Communicate regularly with the professor

### REQUIREMENTS OF THE POSITION:

This position is ideally suited for a Dalhousie fourth-year undergraduate student or a graduate student in a related field. Applicants must have a strong academic record and be highly familiar with decision analysis in **Operations Management**. Conduct online tutorials, which may be scheduled before each term test if needed.

The successful candidate must be able to provide consultation to students as needed. Strong interpersonal skills are required to work effectively with students, along with **proficiency in Brightspace**. Candidates should be well-prepared, organized, responsible, and attentive to detail, with a demonstrated ability to manage tasks in a timely manner. Previous experience as a teaching assistant (TA) will be considered an asset.

**IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE SEND YOUR CV, MOST  
RECENT UNOFFICIAL TRANSCRIPTS, AND A LETTER OF APPLICATION OUTLINING  
YOUR QUALIFICATIONS TO:**

**(IMPORTANT: Please include the following subject line in your email: TA APPLICATION-MGMT  
3501)**

**Prof. Jing Chen**

[jchen@dal.ca](mailto:jchen@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 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.*