

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

POSTING DATE: Sep 10, 2026
APPLICATION DEADLINE: Sep 24, 2026
Or until position is filled

POSITION: Teaching Assistant - 1 position
September - December 2026

DEPARTMENT/LOCATION: Faculty of Management

PAY RATE: \$1,229 (35 hours) COMM 3409 Section 1

(in accordance with CUPE Collective Agreement)

WORK ASSIGNMENT: Assist with **COMM 3409 Sales Management**

Duties: Duties include, but are not limited to, the following:

- Support administration of the Brightspace course site
- Assist with development and organization of course materials, assessments, and instructional resources
- Support administration of quizzes, assignments, presentations, and role-play activities, exams
- Mark and provide feedback on written assignments, professional communications, and sales-related deliverables
- Support grading administration and maintenance of records within Brightspace
- Assist with discussion moderation and responding to routine student questions
- Collaborate with the instructor on course operations and course improvement projects
- Attend virtual meetings with the instructor as required

REQUIREMENTS OF POSITION:

Demonstrated understanding of sales, business development, and customer relationship management concepts including:

- Professional selling
- Communication and relationship building
- Prospecting and customer acquisition
- Sales presentations
- Professional networking
- Negotiation fundamentals
- Personal branding in professional environments
- Customer-focused communication

Additional qualifications:

- Exceptional written communication skills
- Strong attention to detail and sound professional judgment
- Ability to assess student work consistently and provide constructive feedback
- Strong organizational skills and ability to manage multiple deadlines
- Experience with CRM systems, sales, marketing, customer service, business development, or account management is considered an asset
- Experience using Brightspace and Microsoft 365 is considered an asset

PREFERENCE:

Preference will be given to upper-year Commerce students, MBA students, or graduate students with backgrounds in sales, marketing, business development, customer relationship management, or related fields.

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

(IMPORTANT. Subject line of your email: TA APPLICATION-COMM 3409)

**Professor Dan Shaw
Dan.Shaw@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.

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.