

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: \$2,283 (65 hours) COMM 3409 Section 2

(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 and maintenance of the Brightspace course site
- Assist with creation, organization, and distribution of course materials
- Provide administrative support for quizzes, assignments, role plays, presentations, and group projects
- Mark student assignments and provide detailed written feedback
- Support management of student grades and assessment records
- Monitor and respond to routine course administration inquiries
- Assist with preparation of grading rubrics and evaluation materials
- Collaborate with the instructor on continuous course improvement initiatives
- Attend virtual meetings with the instructor as required

REQUIREMENTS OF POSITION:

Demonstrated understanding of sales process and sales management concepts including:

- Professional selling
- Customer relationship management
- Prospecting and qualification
- Professional communication
- Negotiation and influence
- Personal branding and networking
- Sales presentations
- Sales leadership and performance management
- Business development and account management

Additional qualifications:

- Excellent written communication and editing skills
- Strong analytical and organizational skills
- Ability to evaluate student work fairly and consistently
- Ability to work independently and manage competing priorities
- High level of professionalism and confidentiality
- Experience with Brightspace, Microsoft 365, CRM systems, sales, marketing, or business development is considered an asset

PREFERENCE:

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

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.