

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

POSTING DATE: September 3, 2026
APPLICATION DEADLINE: September 18, 2026
Or until the positions are filled.

POSITION: Teaching Assistant and Marker, INFO 5515

DEPARTMENT/LOCATION: Faculty of Management

LOCATION: Studley Campus (Current: In-Person): Post for 10 business days

PAY RATE: \$3,863 (110 hours) (In accordance with CUPE Collective Agreement)

WORK ASSIGNMENT:

Duties include, but are not limited to:

1. Required to participate in training for assignments and review all assignment materials (PowerPoints, readings, rubrics, and videos) to be prepared to answer student questions.
2. Attend in-person classes (Thursdays 8:35 am – 11:25 am) to assist with in-class activities, drop-in tutorials and track attendance as well as manage any session recordings (as needed)
3. Manage Panopto recordings, if needed (closed captioning, move to appropriate folder, adjust release dates, add links to proper modules)
4. Support maintaining student grades in Excel and Brightspace and other general administrative work.
5. Assist with marking and/or provide feedback on assignments in online format in collaboration with the instructor
6. Assist with the delivery of tutorials and assist students with the use of software and tools
7. Required to speak and engage during class, not just in front of the room but in the role of answering student questions during activities, especially in support of guest speakers.

REQUIREMENTS OF POSITION:

- Experience with metadata standards and specifically with Wikidata and Dublin Core
- Experience with the use of online knowledge management software
- Knowledge of the principles of the organization of information, knowledge of metadata as it relates to information management with an emphasis on libraries and archives
- Experience with Brightspace, Teams, and online learning platforms
- Ability to communicate clearly and effectively to a wide range of audiences and for a variety of purposes
- Deadline-oriented time management skills are essential
- Ability to interact well with students—to listen, clarify, question, and respond effectively to student needs
- Skills in organizing information, materials, and people
- Ability to provide positive and constructive oral and written feedback

Applicants must be in Halifax, as attendance at in-person classes and training session(s) before grading assignments will be required during Fall 2026 term.

Preference will be given to those with a Master of Information degree who have successfully passed INFO 5515 or a cognate course at another institution and have prior experience marking for this course.

IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE SEND YOUR CV BY THE APPLICATION DEADLINE TO:

**Stacy Allison-Cassin
Stacy.allison@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.