

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 - 3 positions (in-person)
September - December 2026

DEPARTMENT/LOCATION: Faculty of Management

PAY RATE: \$2,141 (65 hours)

(in accordance with CUPE Collective Agreement)

WORK ASSIGNMENT: Assist with **MGMT 2902 Innovation: An Introduction to Design**

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

- Required to participate in training for assignments and review all assignment materials (PowerPoints, readings, and videos) to be prepared to answer student questions.
- Manage class engagement via Brightspace – prepare weekly engagement queries, identify students who might benefit from a connection, reach out as required.
- Monitor class engagement via weekly quizzes – review weekly quizzes, issue engagement score, post to Brightspace, respond to questions regarding quizzes.
- Support class administration (i.e., student declarations of absence (SDAs), manage course video recordings, if needed (closed captioning, move to appropriate folder, adjust release dates, add links to proper modules), support maintaining student grades in Excel and Brightspace and other general administrative work.
- Assist with marking and/or provide feedback on assignments in online format in collaboration with the instructor
- Respond to emails that are sent to the dedicated class email address: support student learning, issue extensions, answer questions related to all aspects of the course and triage questions that need to be responded to by the course instructor.

REQUIREMENTS OF POSITION:

- Experience
- Demonstrated ability to provide positive and constructive oral and written feedback to short essay style assignments and critical reflections.
- Availability to monitor class email address on a regular (daily basis)
- 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

Preference will be given to individuals who have served as a teaching assistant for MGMT 2902 in the past and prior experience marking for this course.

**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-MGMT 2902)**

**Dr. Jenny Beachler
Jenny.baechler@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.