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

POSTING DATE: August 4, 2026
APPLICATION DEADLINE: August 14, 2026
Or until position is filled

POSITION:	Teaching Assistant - 1 position September - December 2026
DEPARTMENT/LOCATION:	Faculty of Management
PAY RATE:	$35.11 inclusive of 6% vacation pay (80 hours) (in accordance with CUPE Collective Agreement)
WORK ASSIGNMENT:	Assist with **MGMT 3602 Professional Communication Skills**

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

- Attend and participate in the delivery of classes on Mondays and Wednesdays 11:30 am to 1:00 pm every week. Applicants must be able to attend every class.
- Mark assignments and tests using detailed rubrics from the instructor
- Maintain an on-line grade book on both Excel and Brightspace for approx. 80 students.
- Provide support through Microsoft Teams to offer students advice and direction on course content and logistics of course.
- Assist instructor with marking of major assignments and class exercises throughout the term.
- Maintain and save email correspondence with all students (for 12 months after course ends) for legal records of contact
- Meet with students to answer questions regarding course content (online) and provide support for groups

REQUIREMENTS OF POSITION:

- Applicants must have taken MGMT 3602 or COMM 4510 previously and earned a grade of at least an A. Equivalent course work with evidence of an A or A+ will be considered.
- Attention to detail and excellent time management skills required.
- Candidates must be able to responsively correspond with students online regarding course logistics, content, and marks.
- High integrity, strong communication (including online), and proficient writing skills (in English).

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 3602)

Dr. Frederick King
FKing@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.