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

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

POSITION:	Teaching Assistant - 1 position September - December 2026
DEPARTMENT/LOCATION:	Faculty of Management
PAY RATE:	$1,580 (45 hours) (in accordance with CUPE Collective Agreement)
WORK ASSIGNMENT:	Assist with **MGMT/COMM 3511 Management Information Systems**

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

- Assist the professor in managing the course
- Help manage course materials and the grade book on Brightspace
- Meet with students to answer questions regarding course content (online) and discuss with groups
- Assist the professor in setting up online tests
- Assist with proctoring tests and mark term tests
- Assist the instructor as needed and maintain regular communicate with the professor

REQUIREMENTS OF POSITION:

- Experience with the SAP ERP system will be an asset.
- Confidence and enthusiasm in working with students and supporting their success.
- High integrity, strong communication (including online), and proficient writing skills (in English).
- With TA or marker experience.
- Well-organized, detail-oriented, and strongly committed to completing tasks on time.
- Solid knowledge of Excel modelling, Operations, and Supply Chain Management, e.g., having passed MGMT/COMM 3511 or a closely related course with a final grade of A or better.

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/COMM 3511)

Prof. Bo Yu
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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.