

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

POSTING DATE: Aug 31, 2026
APPLICATION DEADLINE: Sep 14, 2026
Or until position is filled

POSITION: Teaching Assistant - 2 positions
September - December 2026

DEPARTMENT/LOCATION: Faculty of Management

PAY RATE: \$878 (25 hours)
\$1,229 (35 hours)
(in accordance with CUPE Collective Agreement)

WORK ASSIGNMENT: Assist with **COMM 3501 Production & Operations Management**

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

- Perform general course administration as assigned, including managing the Gradebook in Brightspace
- Mark the assignments within approximately one week after each submission window closes.
- Assist with the marking of the term tests as required.
- Assist with term tests.
- Assist the professor with other course-related duties as needed.
- Communicate regularly with the professor and complete assigned duties within the required timelines

REQUIREMENTS OF POSITION:

This position is well suited to a Dalhousie fourth-year undergraduate student who has completed COMM 3501 with a grade of A or higher, or a Dalhousie graduate student in a related field. Applicants must have a strong academic record and a strong understanding of Operations Management concepts, quantitative problem-solving methods, and Excel modeling. Proficiency in Microsoft Excel and Brightspace is required. Candidates should be organized, responsible, attentive to detail, and able to grade consistently and meet deadlines. Previous TA experience will be considered an asset.

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 3501)

Prof. Jenny Chen
JChen@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.