

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

POSTING DATE: 25-NOV-24
APPLICATION DEADLINE: 10-DEC-24

POSITION: Lead Teaching Assistant (1 position available)
(Jan - Apr, 2025)

DEPARTMENT: Faculty of Management (Leadership & Organizations)

PAY RATE: In accordance with CUPE Collective Agreement (45hours)

LOCATION: Current - remote

WORK ASSIGNMENT: The Teaching Assistant will assist with **BUSI6326 – Management Skills Development**

Duties include, but are not limited to:

1. Providing instruction and guidance to course Marker (online)
2. Assisting with marking assignments, as applicable (online) and other deliverables, and maintaining an on-line grade book on Brightspace
3. General administration of course
4. Meeting and corresponding with students online for assistance regarding content and logistics of course
5. Assist Instructor (includes supporting/teaching synchronous classes on-line), as needed
6. Communicate regularly with the professor and marker

REQUIREMENTS OF POSITION:

All tasks and roles will be completed online. Candidates should have completed other MBA Core Courses and obtained a grade of A or better. Having attention to detail and timeliness is required. Candidates must be able to responsively correspond with students online regarding course logistics, content, and marks. Previous experience as a teaching assistant in BUSI 6326 would be an asset.

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

Dr. Heidi Weigand
heidi.weigand@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.