

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

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**POSTING DATE: December 17, 2024**  
**APPLICATION DEADLINE: December 27, 2024**  
**Or until the position is filled.**

**POSITION:** Teaching Assistant (1 position available)  
(Jan. – Apr. 2025)

**DEPARTMENT:** Faculty of Management

**LOCATION:** Studley Campus (Current: Online)

**PAY RATE:** \$1352 (45 hours) (In accordance with CUPE Collective Agreement)

**WORK ASSIGNMENT:** The Teaching Assistant will assist with **MGMT 3511 /COMM 3511 – Management Information Systems**

- Duties include, but are not limited to:
- Preparing and assisting the instructor in delivering online lab tutorials with BPM 2.0; SAP ERP system, and data visualization software applications.
- Providing technical support (e.g., software applications used in the course) to students
- Marking and providing feedback for assignments and other deliverables (final exam, quiz, etc).
- Maintaining an online grade book on Brightspace.
- Help individual students who have questions about the day's lecture or problems with the class assignments.
- General administration of course in Brightspace
- Meeting and corresponding with students online for assistance regarding the content and logistics of the course.
- Assist Instructor when needed.

**REQUIREMENTS OF POSITION:**

It will be desirable if a candidate has completed COMM 4511/BUSI 6531 (Business process integration with ERP) or BUSI5512 Leveraging Technology or COMM/MGMT 3511 Management Information Systems or equivalent courses with a B+ or better grade. A good understanding of Brightspace, MS Teams, Business Process Modelling (BPM), Tableau software applications and enterprise systems would be an asset but not compulsory. Training could be provided. It is an asset to have experience with analytics using Excel, SAP ERP, and SAP

Analytics Cloud. To be able to prepare and present tutorials and to be available to answer students online. To have good writing and grammar skills. To have a good academic track record. Good interpersonal skills are required to work with groups of students or one-on-one interaction. To be well organized.

**IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE SEND YOUR CV BY THE APPLICATION DEADLINE: SEPTEMBER 15TH.**

**Applicant must be available to support the exam grading.**

**Instructor: Dr. Bo Yu  
bo.yu@dal.ca  
Management Science and Information Systems, Faculty of Management  
Dalhousie University**

All offers of employment are conditional upon sufficient student enrolment in the course and approval by the University.

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*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.*