

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

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**POSTING DATE: 12-12-2024**  
**APPLICATION DEADLINE: 19-12-2024**  
**Or until position is filled**

**POSITION:** Teaching Assistant - 2 positions available  
(Jan - Apr 2025)

**DEPARTMENT:** Faculty of Management

**PAY RATE:** \$1,352 (45 hours each) (In accordance with CUPE  
Collective Agreement)

**LOCATION:** Online (asynchronous)

**WORK ASSIGNMENT:** The Teaching Assistant will assist with **MGMT 2902 –  
Innovation: An Introduction to Design Thinking**

Duties include, but are not limited to:

1. Supporting the delivery of a small number of live classes (middle of the term). Dates / times TBC, but will be arranged in consultation with the teaching assistant.
2. Assisting with the development of materials for learning modules.
3. Course administration work within Brightspace (building group / project teams, setting up rubrics, etc.)
4. Monitoring and tracking course engagement via online quizzes.
5. Meeting and corresponding with students online for assistance regarding content and logistics of course
6. Communicate regularly with the instructors and markers using a Microsoft Teams group
7. It is unlikely that this position will entail marking, but if time allows and the instructors and markers require assistance, the TA may be asked to assist with grading

**REQUIREMENTS OF POSITION:**

Tasks and roles will be completed in person and online. Candidates should have completed an entrepreneurship / innovation course at a graduate or undergraduate level and obtained a grade of B+ or better. Alternatively, involvement in program development / delivery within the broader Dalhousie entrepreneurship /innovation ecosystem (i.e., Dalhousie Sandboxes) would be considered valuable experience. Having attention to detail and timeliness is required. Candidates must be able to responsively and professional correspond with students online regarding course logistics, content, and marks. Previous experience as a TA or marker would be an asset.

**IF YOU ARE INTERESTED IN THE ABOVE POSITION, PLEASE SEND YOUR C.V.  
BY THE APPLICATION DEADLINE:**

**Prof. Jenny Baechler**  
**Email: [jenny.baechler@dal.ca](mailto:jenny.baechler@dal.ca)**  
**Faculty of Management**

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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.*