



MARKERS POSTING
Dalhousie University
Halifax, Nova Scotia B3H 4R2

POSTING DATE: 2 April 2024
APPLICATION DEADLINE: 9 April 2024 or until filled

POSITION: Markers (1-2 based on course enrollment) (May to Aug 2024)
DEPARTMENT/LOCATION: Faculty of Management, Studley Campus – IN-PERSON
PAY RATE: \$24.00 per hour (In accordance with CUPE Collective Agreement)
WORK ASSIGNMENT: Assist with **COMM 1712 – Personal & Professional Development II**

Duties include, but are not limited to:

1. Marking assignments, and other deliverables, and maintaining grades in Excel spreadsheet and/or online grade book on Brightspace
2. Required to participate in training and to review all assignment materials (PowerPoints, readings, and videos) before marking assignments
3. Assist Instructor when needed
4. Communicate regularly with the professor

REQUIREMENTS OF POSITION:

- Demonstrated understanding of the following topics of the assignments that will be graded:
 - Understanding of interviewing, SMART goals, critical self-reflection, creation of a LinkedIn profile;
- Ability to communicate clearly and effectively to the instructor
- Deadline-oriented time management skills are essential
- Skills in organizing information and materials
- Ability to provide positive and constructive written feedback

Applicants must be in Halifax as in-person attendance at training session(s) is required before grading assignments during Summer term 2024.

Preference given to 3rd & 4th year business students in the Faculty of Management and those with previous experience marking in the software, Kira Talent, used for the Practice Interview.

PLEASE SEND YOUR CV BY THE APPLICATION DEADLINE TO:

Prof. Kathleen Wooden
Kathleen.Wooden@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.