

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

POSTING DATE:	Dec 03, 2024
APPLICATION DEADLINE:	Dec 20, 2024, or until the position is filled.
POSITION:	Teaching Assistant (TA) – 1 position available Marker – 1 Position [January – April 2025]
DEPARTMENT/LOCATION:	Faculty of Management
PAY RATE:	\$1,352 for 45 hours and 28 hours Marker at \$24 per hour
WORK ASSIGNMENT:	The TA will assist with PUAD 5131

Duties include, but are not limited to:

1. Marking assignments and other deliverables and maintaining an on-line grade book on Brightspace
2. Helping with preparation for the intensive
3. Corresponding with students online for assistance regarding content and logistics of course
4. Handle the questions on the discussion boards that have to do with deadlines, and where to find the information students have missed
5. Attend Live Events
6. Create one tutorial per assignment to help students understand the rubric and the feedback.
7. Assist Instructor when needed
8. Communicate regularly with the professor

REQUIREMENTS OF POSITION:

All tasks and roles will be completed online. Candidates should have completed the Public administration course at the undergraduate or graduate level 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 TA in any Public administration course would be an asset.

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

Prof. Stephane Mechoulan || **mailto:** s.mechoulan@dal.ca || **FOM** || **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.