

Student Employment Opportunity

Reports to:	Darren DeCoursey	Course:	Designing AI-Driven Products
Job Title:	Instructional Assistant	Eligibility:	C20 or TCB (must not be enrolled in the course)
Pay Rate:	\$25/hour	Hours/Week:	Up to 5 hours/week
Open Positions:	1	Posted Date:	March 13, 2026

Job Description

In this course, students will come away with a deeper understanding of how to deliver usable, meaningful and enjoyable digital products which leverage the power of machine learning. They will know how to communicate with stakeholders and technical developers in order to bring their designs to fruition. Students will be exposed to real case studies and examples of how these AI products have been used in the entertainment world, medicine, and SaaS communication tools. And from all of this, they can be better prepared for the transformation that is currently taking place.

We are looking for an Instructional Assistant to help support the faculty and students during the course. The IA will be engaging in class activities, providing feedback and support when necessary, and coordinating assignments and project submissions.

Scheduled Times

Classes will start on May 12, 2026, and end on August 4, 2026. Classes take place on Tuesdays from 4:00-7:00 pm. The Instructional Assistant must be available during these times. On Tuesday, July 7th classes will be cancelled and moved to Friday, July 10th, time TBC. The Instructional Assistant must be available during these times.

Responsibilities

Responsibilities are varied and will reflect the needs of the instructor. Responsibilities include, but are not limited to:

- Canvas set up and management: Upload content into modules, create reminders for upcoming assignments, troubleshoot student issues, organize and track student materials /assignment submissions.
- Support the administration of the course.
- Assist in downloading assignments.
- Check in with students to ensure there are no areas of confusion.
- Moderate discussions in-person and online forums.
- Facilitate workshops with instructors as required.
- Track attendance.

Because responsibilities range widely, instructional assistants should meet with the instructor upon receiving their assignment to establish a clear understanding of job expectations.

HOW TO APPLY

Closing Date: March 23, 2026

Email To: jannice_tran@thecdm.ca

If you are interested in applying for this position, please send an email with a brief paragraph stating your interest, why you feel you are qualified and which shift you are applying for (if applicable).