

Student Employment Opportunity

Reports to: Tiz Beretta	Course: Visual Storytelling
Job Title: Instructional Assistant	Eligibility: C20 or TCB (must not be enrolled in the course)
Pay Rate: \$25/hour	Total Hours: Up to 5 hours/week
Open Positions: 1	Posted Date: March 13, 2026

Job Description

Instructional Assistants (IA) work with Faculty to manage the delivery of the course. This can include helping to prepare materials, set-up and clean-up of classrooms, canvas management, tracking attendance, or other responsibilities based on the needs of Faculty. IA's must be available for scheduled class times for the entire duration of the course. Faculty may also offer additional work outside of those times, up to the maximum hours allowed.

The IAs will be responsible for attending and supporting both classes as well as after-class responsibilities including some grading. A strong understanding of the course materials is preferred.

Scheduled Times

Classes will start on May 13, 2026, and end on August 5, 2026. Classes take place on Wednesdays from 4:00-7:00 pm. There is a statutory holiday on Wednesday, July 1. A make-up class will be held on Friday, July 3 from 4:00 – 7:00pm. 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 management: Upload content into modules, create reminders for upcoming assignments, troubleshoot student issues, organize and track student materials /assignment submissions.
- Assist in downloading assignments.
- Check in with students to ensure there are no areas of confusion.
- Facilitate discussions.
- 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).