

Student Employment Opportunity

Reports to:	Jason Elliott	Course:	Foundations of Digital Media
Job Title:	Instructional Assistant	Eligibility:	C20 students
Pay Rate:	\$25/hour	Hours/Week:	Up to 10 hours/week
Open Positions:	2	Posted Date:	July 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, assignment grading, tracking attendance, observe and participate in feedback to both students and faculty, 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.

As there are two positions, exact duties will be determined based on capabilities, strengths, and personal goals.

Scheduled Times

Sep 15, 2026 to December 8, 2026

Core Hours: Tuesdays, 9am – 12pm

Statutory Holidays: In weeks 3 and 9, classes will be shifted to Mondays (Sept 28 & Nov 9)

Class hours: 3 hours class time + 30 min before and after class

Additional: up to 6 hours during the week for prep/marking

Note: due to timing of assignments, hours may be averaged over the weeks.

Responsibilities

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

- Marking student assignments
- Provide input and feedback to faculty on class slides and activities
- Post slides and materials to Canvas after class.
- Prepare materials, set-up and clean-up of classrooms.
- Help monitor and moderate classroom activities including tracking attendance/participation
- Check in with students to ensure there are no areas of confusion and troubleshoot issues.
- Participate in feedback on in-class exercises

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: Monday, July 20, 2026

Email To: Jason_Elliott@thecdm.ca (and cc' jannice_tran@thecdm.ca)

If you are interested in applying for this position, please send an email with a brief paragraph stating:

- **Why do you want to be an Instructional Assistant for this course?**
- **How would you, the students, and the course benefit from you being the IA?**
- **What skillset would bring and what could it be applied to in the course?**
- **What is something you would change about this course and why?**