

Student Employment Opportunity

Reports to:	Dave Fracchia	Course:	DMED 502 Improvisation for Collaboration
Job Title:	Instructional Assistant	Eligibility:	C20 students
Pay Rate:	\$25/hour	Hours/Week:	*Please refer to "Scheduled Times."
Open Positions:	Up to 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, canvas management, assignment grading, and 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. A strong understanding of the course materials is preferred.

Qualifications:

- Familiarity with Canvas
- Strong oral and written communication skills
- Ability to give a timely and detailed report on the class to the instructor
- Being comfortable improvising in a group setting as well as the ability to recognize the level of participation and depth of reflection of a student is required.

Scheduled Times

***If one IA is selected, they will work up to 20 hours per week. If two IAs are selected, each will work up to 10 hours per week.**

Fridays from Sept. 18 – Dec. 11, 2026. The IA will be responsible for attending and supporting both classes:

Morning Class: 9:00am - 12:00noon (3.5-4 hours including setup and cleanup)

Afternoon Class: 1:00pm - 4:00pm (3.5-4 hours including setup and cleanup)

Outside of Class: TBD between faculty and IA

The IA will be responsible for attending and supporting both classes (if there are 2 IAs, one would take the morning and the other the afternoon class).

Responsibilities

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

- Canvas support: 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 i.e. Help faculty prepare, run, and clean up after class activities and regular classroom set up (including moving chairs/desks) and whiteboard maintenance.
- Participate and engage in the in-class activities as needed
- Check in with students to ensure there are no areas of confusion.
- Moderate discussions in-person and online discussion forums in Canvas.
- Manage attendance and note level of participation
- Grading assistance for class reflections, participation, and assignments (as needed)

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: 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).