

Student Employment Opportunity

Reports to:	Thelma Wiegert and Vincy Kwong	Course:	DMED 520 Project I
Job Title:	Instructional Assistant	Eligibility:	C20 students
Pay Rate:	\$25/hour	Hours/Week:	Up to 15 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, canvas management, 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:

- Exceptional organizational and administrative skills, including task management, accurate documentation, time tracking, and the ability to manage competing priorities in a fast-paced academic environment
- Strong oral and written communication skills
- A passion for team building, project management, production pipeline and creativity is preferred.
- Ability to give a timely and detailed report on the class to the instructor
- Being comfortable sketching on the whiteboard and recognizing a student's level of participation is required.
- Sufficiently utilize and understand "MDM" tools like Kanban board, Bullseye, Scrum, etc.
- Familiarity with Canvas
- Understanding 3D pipeline and having technical skills are a plus

Scheduled Times

Before the course: Sep 8 - 11 (Tentative) and depends on the workload.

Course: Thursdays from Sept 17 – Dec 10, 2026

Morning Shift: 9:00-12:00 (3 hours/week)

Afternoon Shift: 1:00-4:00 (3 hours/week)

Outside of Class: TBD between faculty and IA

There will be one IA responsible for attending and supporting each shift (either morning or afternoon). The schedule and shift assignments will be discussed and agreed upon with the selected candidates before the semester begins, with the goal of ensuring a fair and balanced workload.

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 i.e. Help faculty prepare, run, and clean up after class activities and regular classroom set up (including moving chairs/desks) and whiteboard maintenance.
- Assist in downloading assignments.
- 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).