TEACHING ASSISTANTSHIP
POSITION POSTING
McGILL UNIVERSITY
“McGill University is Committed to Equity in Employment”

Date of Posting: April 1, 2020
Hiring Unit & Address: Biology Department, Stewart Biology Bldg., Room N7/9A

Application Deadline Date: April 31, 2020

Course Title: Cell and Molecular Biology
Course Number: BIOL 112

Instructors: Profs J. Dent & F. Schoeck

Number of TA positions available: 44 (estimate)

Hours of Work: (per term) 90 or 180 hrsa

Date of Appointment
Starting: January 4, 2021
Ending: April 30, 2021

Salary
Hourly rate: TBD
Per Term:

Required Duties:
- Hiring conditional on availability to attend the first, 2-hour “General BIOL 112 TA Meeting” on Wednesday, January 6th, 2021 from 4:00-6:00 pm in Lyman Duff Building (Rm D6).
- Hiring conditional on availability to attend and participate in the weekly 1-hr “TA Pre-Lab Briefings with Practice” in Lyman Duff Building (Rm D6), in the hour preceding teaching each lab section. Teaching lab sections will take place mostly in evenings and possibly on afternoons, along student enrollment numbers.
- Hiring conditional on having adequate a priori theoretical knowledge of all topics in the lab curriculum and commitment to practice prior to TA pre-lab briefing, if need to acquire or refresh practical skill (techniques, etc) taught during labs. Most labs take place in evenings (end at 8:30pm).
- Accountable for a professional and confidential use and accurate entry of all weekly student lab marks in the BIOL 112 Grade Book in myCourses.
- Has adequate knowledge of all topics in lab curriculum. Practices techniques/dissections before teaching.
- Instructs and supervises students in the laboratory for 2hrs weekly (experiments, lab project, presentation).
- Answers to own students’ questions (including emails) pertaining to the lab material.
- Corrects student weekly deliverables, student pairs’ research project online submissions and presentations.
- Due to possible schedule conflicts with midterm from other courses, organizes own students’ lab group reschedules by booking a TA-calendar also shared with the technical staff & lab coordinator.
Enters students’ detailed weekly lab marks directly in myCourses’ BIOL 112 Grade Book, on a weekly basis for students to check for discrepancies.
- Completes student attendance records and ensures the correctness of absences’ status (if justified or not) in myCourses’ Grade Book.
- Follows-up immediately with absent student(s) to reschedule a make-up lab before the end of the week.
- Must finalize all existing lab marks directly with students during the last lab session and finalize all lab marks in myCourses’ Grade Book by the deadline set by the lab coordinator.
- Responsible for the set-up & clean-up of own lab room before & after the lab period.
- Responsible for enforcing health and safety regulations in the laboratory.
- Must report all accidents/incidents during lab session to lab coordinator by filling the form in the lab First-Aid kit. Ensures that a follow-up is initiated with the McGill Heath Services (ehs).
- Accountable for the safekeeping of laboratory equipment, computer & audiovisual equipment of lab room.
- Must leave the lab room last and ensure that lab equipment is turned OFF and all the doors are locked.
- Invigilates the midterm exam in the evening.
- **180 hr-TAs** sign-up for one special task at the first briefing with the lab coordinator.
- Any other related duties, as assigned and required due to the relocation of the teaching labs.
- Texting, consulting mobile device/laptop for matters unrelated to lab, not tolerated during labs & TA-pre-lab briefings

**Qualifications Required:**
- Preference given to candidates available to teach 2 lab sections (180 hrs).
- Undergraduate diploma in biology with particular expertise in cell and molecular biology
- Must have good organization and communication skills
- Must have completed WHMIS training within the past 3 years
- Severe allergies and/or limitation in mobility must be brought forward for safety/risk assessment.

**Language requirements (if relevant):** Reasonable fluency in English

**Name and Title of Course Supervisor:** Prof. Joseph Dent

<table>
<thead>
<tr>
<th>Dept. Authorization:</th>
<th>Date:</th>
</tr>
</thead>
</table>

NOTE: All applicants must apply in writing, using the application form provided, to the appropriate Hiring Unit by the Application deadline (see above).
NOTE: Announcements are considered tentative, pending final determination of course offerings and enrolments.