

**TEACHING ASSISTANTSHIP
POSITION POSTING
McGILL UNIVERSITY**

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Date of Posting: March 1, 2020	Hiring Unit & Address: Biology Department Stewart Biology Building N7/9A
Application Deadline Date: March 31, 2020	
Course Title: Principles: Organismal Biology Course Number: BIOL 111 (Fall)	
Instructor: Prof. Andrew Hendry and staff	
Hours of Work: (per term) 90 or 180	Number of TA positions available (estimate): 44
Approximate Date of Appointment Starting: September 2, 2020 Ending: December 15, 2020	Salary Hourly rate: TBD Per Term:
<p>Required Duties:</p> <ul style="list-style-type: none"> - Hiring conditional on availability to attend the first 2-hour ‘General BIOL 111 TA Meeting’ on Wednesday, September 2nd, 2020 from 4:00 to 6:00 p.m. in Lyman Duff Building (Rm D6) - Hiring conditional on availability to attend and participate in the weekly 1-hr “TA pre-lab briefings” in Lyman Duff Building (Rm D6), in the hour preceding teaching each lab section. - Hiring conditional on adequate <i>a priori</i> theoretical & practical knowledge of all lab topics <i>curriculum &</i> commitment to practice prior to TA pre-lab briefing, if need to acquire or refresh practical skill before teaching (misc. lab techniques, dissections, etc.). - Labs take place in evenings (end at 8:30pm). - Accountable for a professional and confidential use and accurate entry of student lab marks and data. - Instructs and supervises students in the laboratory for 2hrs weekly (experiments, lab project, presentation). - Answers to own students’ questions pertaining to the lab material. - Corrects student weekly deliverables, student pairs’ research project online submissions and presentations. - Due to possible schedule conflicts with midterms from other courses, organizes own students’ lab group reschedules by booking D6 lab in a TA-calendar also shared with the technical staff & lab coordinator. - Enters students’ weekly lab marks <u>directly</u> in <i>myCourses</i>’ BIOL 111 <i>Gradebook</i>, on a <u>weekly basis</u> for students to check for possible discrepancies before the last lab (#10). - Completes student attendance records and ensures the correctness of absences’ status (if justified or not) in <i>myCourses</i>’ <i>Gradebook</i>. - 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 <i>myCourses</i>’ <i>Gradebook</i> by the deadline set by the lab coordinator. - Responsible for the set-up & clean-up of own lab room’s supplies 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 <i>McGill Health Services</i> (ehs). - Accountable for the safekeeping & state of laboratory space, equipment, computer & A/V equipment. - Must leave the lab room last and ensures that lab equipment is turned OFF and all the doors be locked. - Invigilates the Biol 111 evening midterm exam (date TBD). - 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 during the relocation of the teaching labs. - Texting, using mobile device/laptop for matters unrelated to lab, not tolerated during labs & TA briefings. 	
<p>Qualifications Required:</p> <ul style="list-style-type: none"> - Preference given to candidates available to teach 2 lab sections (180 hrs). - Undergraduate diploma in biology with orientation to plant and animal science - Must have good organization and communication skills - Must have completed WHMIS training within the past 3 years - Successful applicants should familiarize themselves with laboratory safety issues by checking out the Biology Health and Safety website at: http://biology.mcgill.ca/safety/index.html. - 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. Andrew Hendry	

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.