**TEACHING ASSISTANTSHIP**

**POSITION POSTING**

McGILL UNIVERSITY

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<table>
<thead>
<tr>
<th>Date of Posting:</th>
<th>March 1, 2020</th>
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<tbody>
<tr>
<td>Hiring Unit &amp; Address:</td>
<td>Biology Department Stewart Biology Building N7/9A</td>
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| 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 |

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<tr>
<th>Approximate Date of Appointment</th>
<th>90 or 180</th>
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<tr>
<td>Starting: September 2, 2020</td>
<td>Number of TA positions available (estimate):</td>
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<tr>
<td>Ending: December 15, 2020</td>
<td>44</td>
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<td>Hourly rate: TBD</td>
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**Required Duties:**

- **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 a priori theoretical & practical knowledge of all lab topics curriculum & 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 directly in myCourses’ BIOL 111 Gradebook, on a weekly basis 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 myCourses’ Gradebook.
- 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’ Gradebook 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 McGill Heath Services (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 during the relocation of the teaching labs.
- Texting, using mobile device/laptop for matters unrelated to lab, not tolerated during labs & TA briefings.

**Qualifications Required:**

- 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.