

**TEACHING ASSISTANTSHIP
POSITION POSTING
MCGILL UNIVERSITY**

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Date of Posting: March 1, 2020

Hiring Unit & Address: Biology Department
Stewart Biology Bldg N7/9A

Application Deadline Date: March 31, 2020

Course Title: Principles: Organismal Biology - Technical and Lecture Content Assistant
Course Number: BIOL 111 (Fall)

Instructors: Prof. Andrew Hendry and staff

Hours of Work: (per term) 90

Number of TA positions available (estimate): 1

Approx. Date of Appointment:

Starting: September 2, 2020

Ending: December 15, 2020

Salary

Hourly rate: TBA

Per Term:

Required Duties:

- Meets with professors and lab coordinator before the beginning and at end of term.
- Updates the BIOL 111 *myCourses*' site, discussion board information as required, on *myCourses*, before the first day of the fall semester, Wednesday, September, 2nd.
- Accountable for the professional and confidential use of the BIOL 111 Grade Book in *myCourses*.
- Masters all material to answer student questions regarding the course material via the discussion board on *myCourses*, the McGill email system or other McGill-supported tools, on a daily basis.
- Assists professors with the use of student response system tool(s) and associated program(s) during lectures as required.
- Assists professors with the administration of the grades for the online evaluations.
- In collaboration with the lab coordinator and lab TAs, creates, maintains and expands lab-related web-based tools and data-entry resources.
- Proof-reads and assists with formatting the midterm and final exams with the lecturers and assists the lab coordinator with the management of exams, as required.
- Answers to questions during & after the viewing period on the student discussion board.
- Monitors and answers to student content on the discussion board.
- Organizes and conducts recorded review sessions before the midterm and final exams.
- Communicates with the students via the “NEWS” tool of the BIOL111 *myCourses* Homepage, as required.
- Invigilates the midterm lecture exam in the evening.
- Any other related duties, as assigned and required during the relocation of the teaching labs.

Qualifications Required:

- Preferably has taken BIOL 111. Background in general biology (animals and plants).
- **Availability late in the summer 2020, before the first week of the term in September in order to update the content of myCourses, as required.**
- Must have good organization and communication skills
- Proficiency in *Excel*, *PowerPoint* & McGill-supported online tools available for student response systems, communication platforms and document sharing tools
- Preference given to someone who is proficient in web-based data entry resources.
- Preference given to someone who has been a BIOL 111 lab TA.
- Preference given to someone, simultaneously teaching one BIOL 111 lab section.

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.