# 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 30, 2020

**Course Title:** The Biology of Organisms (dealing with the morphology & physiology of plants & animals)

**Course Number:** BIOL 205

**Instructors:** J. Sakata/R. Barrett/F. Soper

<table>
<thead>
<tr>
<th>Hours of Work: (per term)</th>
<th>180</th>
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<tbody>
<tr>
<td>Number of TA positions available (estimate)</td>
<td>2</td>
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**Date of Appointment:**

- **Starting:** January 4/2021
- **Ending:** April 30, 2021

**Salary:** TBD

**Required Duties:**

- Moderates web site bulletin board
- Schedules office hours and responds to student emails
- Organizes and leads conferences before midterm and conferences before final exam.
- Organizes sessions for students who wish to view their midterm and final exams (regarding viewing final exams, this might involve some time in summer or fall semester)
- Grades parts of midterm and final exams; invigilates midterm exam, coordinates work of other graders
- Organizes exam grades in Excel
- Manages marks on MyCourses
- Contributes questions for quizzes and exams
- Must attend lectures if first-time TA for this course.

**Qualifications Required:**

- B.Sc. including courses in organismal biology (animals and plants)
- Should have elementary knowledge of plant and animal physiology
- Good familiarity with Microsoft Excel or other spreadsheets
- Preference will be given to those who have either taken this or equivalent course or have worked as TA for this course.

**Language requirements (if relevant):** Bilingual preferred, but not required

**Name and Title of Course Supervisor:** Prof. J. Sakata

| Dept. Authorization: | Date: |
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.