

SENIOR LAB TA – 1ST YEAR – (All 1000 Level Labs)Duties:

- Primary duty is assistance in the delivery of the Chem 121X lab skills exam.
- Solution preparation and technician assistance
- Proctor lab exams for all sections of first year chemistry
- Grade certain aspects of the lab exam by use of wet analytical techniques
- Grading and electronic data entry of CHEM 121X lab exam grades into Excel with the assistance of the Lab Coordinator and Lab Instructors

Expectations:

- skilled and knowledgeable in the subject areas.
- able to work independently.
- punctual, motivated, and reliable.
- to ask for help or extra instruction when needed.
- report any possible issues of academic dishonesty to the Lab Coordinator or Lab Instructor.
- handle student grades, answer keys, and any other confidential material in an appropriate manner.
- adhere to all safety policies set out under the Faculty of Science.
- follow relevant Standard Operating Procedures (SOPs).
- supply your own properly fitting lab **coats and safety glasses.**

Requirements:

- Graduate student preferred
- WHMIS certified in the last 12 months.
- Excellent laboratory analysis skills and attention to detail

Duration:

Undergraduate student TAs: 36 hours total

Graduate student TAs: 48 hours total

- Distribution of hours to be done by Lab Coordinator
- Invigilation duty or other department duty may contribute towards the TAs total (if hours are needed to make-up the total).
- 3 hours per week throughout the course of the lab term. TA must be present until the lab end time.
- Undergraduate TAs: 3-6 hours invigilation and/or other department duties as outlined by Lab Coordinator.
- Graduate TAs: 15-18 hours invigilation, prelab prep and/or other department duties as outlined by Lab Coordinator.

Pay:

- To be paid as according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator Schedule for the term hired.