

# TEACHING ASSISTANTSHIP

## POSITION POSTING

### McGILL UNIVERSITY

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**Date of Posting:** Oct. 2, 2023

**Hiring Unit & Address:** Biology Department,  
Stewart Biology Bldg., Room N7/9A

**Application Deadline Date:** Oct 20, 2023

**Course Title:** Cell and Molecular Biology

**Course Number:** BIOL 112

**Instructors:** Profs. Joe Dent and Frieder Schoeck

**Hours of Work: (per term)** 90

**Number of TA positions available:** 1

**Date of Appointment**

**Salary**

**Starting:** January 4, 2024

**Ending:** April 30, 2024

**Hourly rate:** \$33.03

**Per Term:** \$2972.70

#### Required Duties:

- Meets with course coordinator before the beginning and at the end of term or as required.
- Must be *a priori* functional with the all the platforms used for the course or be available for trainings before the duties are to start
- Updates the BIOL 112 *myCourses*' site content (Homepage, discussion board, etc.) before it is made visible to students, possibly during the fall term (TBD).

**-Accountable for the professional and confidential use of *myCourses*' BIOL 112**

#### Grade Book

- Masters all course material to answer to student questions regarding the lectures' content via the discussion board on *myCourses* or McGill email system or other McGill-supported tools, on a daily basis.**
- Assists professors with the use of lecture delivery & student communication/resp systems & tool(s) and associated program(s) during lectures as required.**
- Assists professors with the administration of the grades for online evaluations.**
- Proof-reads and assists with formatting the (midterm and final) evaluations/exams with the lecturers and assists the course coordinator with the management of evaluations/exams, as required**
- Monitors and answers to student content on the discussion board on a daily b.**
- Organizes, conducts (live or recorded, TBD) lecture-material review sessions, the (midterm and final, TBD) evaluations/exams.**
- Communicates in a timely fashion with the whole class via the “ANNOUNCEMENT” tool of the *myCourses*' site**

#### Qualifications Required:

- Preferably has taken BIOL112. Background in cell and molecular biology required.

**- Availability in the fall 2023 to follow the *myCourses* and any other required trainings for this position.**

- 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 112 lab TA and who has performed this position previously.

**Language requirements (if relevant): Reasonable fluency in English**

**Name and Title of Course Supervisor: Prof. Joseph Dent**

Dept. Authorization:

Date: