

Hiring Unit:
Biology Dept.

Course Title and Course Number:
BIOL 111 Principles: Organismal Biology

Estimated Number of Positions:
1

Total Hours of Work per Term:
90

Position Summary:

- *Meets with professors (and lab coordinator if needed) before the beginning and at end of term.*
- *Updates the BIOL 111 myCourses' site, discussion board information as required, on myCourses, before the site is made visible to students (date set by Faculty of Science but is always before the first day of the fall semester)*
- *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.*
- *Answers questions during & after the exam viewing periods on the student discussion board.*
- *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.*
- *Organizes and conducts recorded review sessions before the midterm and final exams*
- *Contributes to SciLearn program as required (e.g. coming up with practice questions, running some SciLearn sessions)*
- *Communicates with the students via the "NEWS" tool of the BIOL 111 MyCourses Homepage, as required*
- *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 evaluations.*

Qualifications:

- Preferably has taken BIOL 111. Background in general biology (animals and plants).

- Availability late in the summer, 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.*