

**Hiring Unit:**

*Biology*

**Course Title and Course Number:**

*BIOL 111 Principles: Organismal Biology*

**Estimated Number of Positions:**

*TBD depending on enrolment*

**Total Hours of Work per Term:**

*90 or 150 hrs 150 hrs preferred*

**Position Summary:**

- **Hiring conditional** on availability to attend the first 2-hour ‘General BIOL 111 TA Meeting’ on Friday, August 30th, 2024, from 4:00 to 6:00 p.m.

- **Hiring conditional** on availability to teach weekly in evenings (6:30-8:30 p.m.) and to attend and participate in the weekly 1-hr “TA pre-lab briefings” before teaching from 5:30- 6:30 p.m.

- **Hiring conditional** on adequate a priori theoretical & practical knowledge of all lab topics curriculum & commitment to practice prior to TA pre-lab briefing, if need to acquire or refresh practical skill before teaching (misc. lab techniques, dissections, etc.) on their own time in the TA briefing room accessible every weekday.

- Accountable for a professional and confidential use and accurate weekly entry of student lab marks, lab attendance and data in myCourses by the deadlines provided by the Lab Coordinator.

- Instructs, supervises students, evening laboratory for 2hrs weekly per teaching slot (experiments, lab project & presentation).

- Responsible for enforcing health and safety regulations during laboratories. Reports incidents/accidents immediately to Lab Coordinator.

- Notifies the Lab Coordinator and lab TA group, in case of absence for planned or last-minute reasons, in order to find a replacement in time for the scheduled, assigned lab.

- Responsible for the set-up & clean-up of own lab room’s supplies and equipment before & after the lab period.

- *Accountable for the safekeeping & state of laboratory space, equipment, computer & A/V equipment.*
- *Any other related duties, as assigned and required.*

**Qualifications:**

- *Undergraduate diploma in general biology with orientation to microbial, plant and animal science*
- *Must have good organization and communication skills*
- *Must have completed WHMIS training (McGill or equivalent) within the past 3 years (to be validated)*
- *Successful applicants must familiarize themselves with laboratory safety issues by checking out the Biology Health and Safety website at: <https://www.mcgill.ca/biology/about-us/health-safety>*
- *Severe allergies and/or limitation in mobility must be brought forward for safety/risk assessment (e.g. must direct & supervise student group in case of emergency evacuation)*