

Hiring Unit:

Biology Dept.

Course Title and Course Number:

BIOL 200 Molecular Biology

Estimated Number of Positions:

1

Total Hours of Work per Term:

90

Position Summary:

- *Attend Teaching Team meetings at the beginning and end of the term.*
- *Perform Quiz administration functions including:*
 - *assisting Instructors in assembly and launch of 6 Quizzes on the myCourses platform.*
 - *email communication with students regarding deferrals or Quiz submission difficulties.*
 - *overseeing the automatic recording of Quiz grades on myCourses*
- *Perform mid-term exam administration functions including:*
 - *assisting Instructors in the preparation and launch of a mid-term exam on the Crowdmark platform.*
 - *email communication with students regarding deferrals or mid-term exam submission difficulties*
 - *organizing the work of mid-term exam Graders*
 - *preparing mid-term exam grades in a format accessible to students on myCourses.*

Qualifications:

- *Thorough knowledge of molecular biology, genomics, elementary cell biology, protein biochemistry.*
- *Familiarity with myCourses and Crowdmark would be an asset.*
- *Asset if have taken the course previously, and/or have recently been a BIOL 200 TA.*