

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:

Primary responsibilities:

- *Masters all course lecture material*
- *Answers student questions about course material (and logistical questions that do not require the course coordinator) via the myCourses discussion board, McGill email, or other McGill-supported tools, on a daily basis.*
- *Organizes and conducts recorded review sessions before the midterm and final exams*
- *Communicates with the students via the "NEWS" tool of the BIOL 111 MyCourses Homepage, as required*

Additional responsibilities:

- *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.*
- *Answers questions during & after the exam viewing periods on the student discussion board.*
- *Proof-reads and assists with formatting the midterm and final exams*
- *Assists the lab coordinator with the management of exams, as required.*
- *Contributes to SciLearn program as required (e.g. coming up with practice questions, running some SciLearn sessions)*
- *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:

Required:

- *Background in general biology (animals and plants), ecology and evolution*
- ***Available one week before classes begin to update myCourses content, as required.***
- *Must have good organization and communication skills*

Preferred:

- *Has previously taken or TA'd BIOL 111.*
- *Proficiency in Excel, PowerPoint & McGill-supported online tools available for student response systems, communication platforms and document sharing tools*
- *Proficient in web-based data entry resources.*