

Hiring Unit:

Biology Dept.

Course Title and Course Number:

BIOL 200 Molecular Biology

Estimated Number of Positions:

3

Total Hours of Work per Term:

95

Position Summary:

- *Attend Teaching Team meetings at the beginning and end of the term.*
- *Prepare and conduct weekly tutorial/conference sessions, including an “office hours” segment. These will be in-person, except in the case of one TA whose weekly sessions may be online.*
- *Attend course lectures or view recordings*
- *Preparation of a review session prior to the final exam*
- *In the event of online class meetings, TAs will serve as assistants and chat monitors*
- *If the midterm exam is held in person, then TAs will assist in invigilating the exam and in supervising exam-viewings, both of which activities will occur in the evening.*

The following roles will be distributed among TAs in the course:

- *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:*
 - *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.*
- *Asset if have taken the course previously*
- *Preference given to students located on the downtown campus*