

**Hiring Unit:**

*Biology Dept.*

**Course Title and Course Number:**

*BIOL 200 Molecular Biology*

**Estimated Number of Positions:**

*1*

**Total Hours of Work per Term:**

*115 (20 hours will be in the subsequent (winter ) term*

**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.*
- Help with post-exam viewing sessions and scanning exams for re-evaluation (20 hrs winter term)*

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

- Help to monitoring the discussion board in the myCourses platform*
- 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.*

*- 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.*