

LAB PREP ASSISTANT
(All 1000 Level Courses)Duties:

- Primary duties include assisting the technician(s) in preparation and set-up of the necessary chemicals, glassware, waste receptacles and equipment for teaching laboratories.
- Duties may also include the dismantling of those items listed above and/or handling of waste following completion of experiments in teaching laboratories.

Expectations:

Student Lab Prep Assistants are expected to:

- be skilled and knowledgeable in the subject areas, and be familiar with the safe handling of all chemicals, waste, glassware, and equipment;
- be punctual, motivated, and reliable;
- to ask for help or extra instruction when needed;
- report any incidents to the Technician;
- adhere to all safety policies set out under the Faculty of Science;
- follow relevant Standard Operating Procedures (SOPs);
- supply your own properly-fitting lab coats and safety glasses.

Requirements:

- A minimum grade of B- must be attained in both General Chemistry I and II; or permission of the instructor given. **A full unofficial transcript is required when submitting your application.**
- WHMIS certified in the last 12 months
- Preference given to undergraduate students
- Preference given to a student available to work in the mornings for two hours for two days per week.

Duration and Pay: 36 hours total (undergraduate TA) or 48 hours total (graduate TA)

- Distribution of hours to be agreed upon between student and technician supervisor.
 - A TA must not work more than four prep hours (undergrad) or six prep hours (grad student) in any calendar week unless it was agreed upon via email at least two weeks in advance by both the student and technician and the Chair and Lab Instructor were cc'd on the email.
 - Prep may not be done 30 minutes before lab time or outside of normal business hours.
 - Students may not volunteer additional hours for prep duties.
- Paid according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator [Schedule](#) for the term hired.