

SENIOR LAB TA – 1ST YEAR – (All 1000 Level Labs)Duties:

- Primary duty is assistance in the delivery of the Chem 121X lab skills exam.
- Solution preparation and technician assistance
- Proctor lab exams for all sections of first year chemistry (split between the senior TAs)
- Grade certain aspects of the lab exam by use of wet analytical techniques
- Grading and electronic data entry of CHEM 121X lab exam grades into Excel with the assistance of the Lab Coordinator and Lab Instructors

Expectations:

- skilled and knowledgeable in the subject areas.
- able to work independently.
- punctual, motivated, and reliable.
- to ask for help or extra instruction when needed.
- report any possible issues of academic dishonesty to the Lab Coordinator or Lab Instructor.
- handle student grades, answer keys, and any other confidential material in an appropriate manner.
- 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:

- Graduate student preferred or Honours student with permission of Lab Coordinator
- WHMIS certified in the last 12 months.
- Excellent laboratory analysis skills and attention to detail

Duration and Pay: 48 hours total (graduate TA)

- Distribution of hours to be done by Lab Coordinator. A draft outline is below:
 - 8 hours lab prep with technician in the two weeks before the lab exam starts. No lab prep can be done on days that a lab exam is occurring. Lab prep cannot be scheduled 30 minutes prior to chemistry department lab start times. No more than six hours lab prep can be worked on any single day.
 - 2 hours for lab exam meeting and titration training
 - 16 – 20 hours of lab exam proctoring (about 4 – 5 exams)
 - 10 – 12 hours of grading using analytical techniques during the lab exam week
 - 10 – 12 hours of electronic data entry and grading papers after the lab exam week
- Invigilation duty or other department duty may contribute towards the TAs total (if hours are needed to make-up the total)
- Paid according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator [Schedule](#) for the term hired.