

Department of Chemistry – Student Assistant Job Description

Job Title: **COURSE MARKER**

Duties:

- Collect student work according to the agreed-upon (with Instructor) schedule and arrangement for pick-up;
- Grade assignments and/or quizzes according to the Instructor's marking scheme;
- Record grades as per instruction;
- Return class-lists with grades to Instructor according to the agreed-upon (with Instructor) schedule and arrangement for delivery (i.e, locked mailbox) on first floor;
- Return graded work in a timely manner as per instruction;
- Provide feedback to Instructor about student answers and problem areas as per instruction;
- Invigilate a midterm and/or final exam or perform another related department activity.

Expectations:

Student Course Markers are expected to:

- be skilled and knowledgeable in the subject areas, and possess competent math and problem solving skills;
- be punctual, motivated, empathetic and work in an efficient manner;
- handle student grades and answer keys in a confidential manner (copying or taking pictures of answers keys, showing them to students or relaying information contained within them is strictly forbidden);
- report any possible academic dishonesty to the Instructor (who will handle any issues).
- adhere to all safety policies set out under the Faculty of Science
- supply your own properly-fitting lab coats and safety glasses to wear if work is to be filed in the lab.

Requirements:

- Overall minimum grade of B- (or higher) must be attained in both General Chemistry I and II; or permission of the instructor. **A full unofficial transcript is required when submitting your application.**

Duration:

- 36 hours total during the semester which includes 3 hour invigilation duty or other department duty.

Pay:

- To be paid as according to the SMU Student Assistant Salary Scale for the term hired. For pay rate visit http://www.smu.ca/administration/hr/pay_cut.html and review the information for Teaching Assistant / Student Marker / Demonstrator Schedule

Application Checklist:

- **Copy of unofficial SMU transcript (stapled)**
- **Completed and signed copy of application form**