

## Department of Chemistry – Student Assistant Jobs Descriptions

**Job Title:**     [LAB DEMONSTRATOR - \(All 1000 Level\)](#)

Duties:

- Assist students in the safe execution of the experiment, safe and proper operation and handling of lab equipment, chemicals and glassware in accordance with all relevant Standard Operating Procedures (SOPs)
- Assist the Instructor in demonstrating techniques;
- Circulate in the lab and actively engage students in discussions about the experiment;
- Collect and grade pre-lab assignments in a timely manner, enter grades in record book, and circulate to give individual feedback to students;
- Report any problems/incidents/inconsistencies immediately to the Instructor;
- Assist the technician in set up or solution preparation in the latter part of lab as directed by the Lab Instructor;
- Invigilate a midterm and/or final exam in Chemistry, and/or perform an equivalent Department duty to account for the total number of paid hours.

Expectations:

Student assistant Lab Demonstrators are expected to:

- be skilled and knowledgeable in the subject areas, and familiar with the safe-handling of equipment and chemicals;
- be competent with the experiment procedure and related calculations;
- be prepared, punctual, motivated, safety-conscious, and empathetic;
- handle student grades and answer keys in an appropriate confidential manner.
- acknowledge that you are recognized by students as a role model for professionalism and promotion for safety culture in the lab. As such you will enforce and adhere to all safety policies set out under the Faculty of Science. You are required to supply your own properly-fitting lab coat and safety glasses.

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.**
- WHMIS certified in the last 12 months

Assets:

- Excellent interpersonal skills and knowledge of LoggerPro™ software

Duration:

36 hours total:

- 3 hours per week throughout the course of the lab term. TA must be present in the lab until 5:30 pm.
- 3 to 6 hours invigilation and/or other department duties as outlined by Lab Coordinator.

Pay:

- To commiserate as according to the SMU Student Assistant Salary Scale for the term hired. For the pay rate visit [http://www.smu.ca/administration/hr/pay\\_cut.html](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**