

Department of Chemistry – Student Assistant Job Description

Job Title: 1st Year LAB MARKER

Duties:

- Make a written notation of receipt of each student's lab report in the log book before grading commences
- Grade the assigned lab reports and return them to the Lab Instructor 1 day prior to the next lab session
 - You may take the lab reports home provided they are kept in a confidential place.
 - You will mark approximately 70 lab reports per week for about 8-9 hours per week. The total of 72 hours for your position reflects this.
 - You may be assigned less or more lab reports than those in your assigned lab sections in order to make the number equivalent between all first lab markers. Exact numbers will be assigned after the course add/drop date by the Lab Coordinator.
- Give written feedback to the student when marks are deducted. Note that failure to do so will result in reports being returned to you to be re-graded.
- Record grades in log book along with any relevant comments;
- Provide feedback about the grading to the Lab Coordinator by filling in the "Marking Feedback" form and submitting it to the "Assistants" box 39 on the 1st floor of Science.
- Invigilate an evening midterm in Chemistry, a final exam and/or perform an equivalent Department duty.

Expectations:

Student Assistant Lab Markers are expected to:

- attend TA training on the first Friday morning of the semester (exact time and location TBA).
- be skilled and knowledgeable in the subject areas, and possess competent math skills;
- be competent with the experiment procedure and related calculations;
- be punctual, motivated, and empathetic;
- 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 potential academic dishonesty to the Instructor (who will deal with any issues arising)

Minimum 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.**
- Preference *may be given* to more senior students

Duration:

- 72 hours (two 36 hour positions) during the semester which includes 3 hours invigilation and/or other relevant.

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**