

Department of Chemistry – Student Assistant Job Description

Position Title: **SENIOR TEACHING ASSISTANT – (All 1000 Level Courses/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
- 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
- WHMIS certified in the last 12 months
- Excellent laboratory analysis skills and attention to detail

Duration:

36 hours total taking place during the last few weeks of term:

- Distribution of hours to be done by Lab Coordinator.
- Invigilation duty or other department duty may contribute towards the 36 hour total (if hours are needed to make-up the total).

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**
- **Blank Schedule Template**