

CHEMISTRY DEPARTMENT TEACHING ASSISTANT JOB DESCRIPTION

Duties include:

- supervise three 3-hour laboratory courses each week that consist of ~20 students in each
- enforce all safety regulations
- prepare and facilitate a ~15 minute prelab lecture
- grade laboratory reports
- attend weekly TA meetings (usually Friday mornings)
- hold three office hours each week
- attend the course lecture
- proctor exams and quizzes
- keep records of student grades and attendance
- other duties may be assigned by the department chair

All first-time TAs must attend the TA orientation the week before classes begin. All TAs must attend department safety workshops.

Requirements:

Teaching Assistants in the Department of Chemistry must meet the requirements listed below.

1. Be a student in the Chemistry Graduate Program or possess a B.S. or B.A. degree in Chemistry (a copy of the degree granting transcript must be provided upon request)
2. Prospective TAs must have at least a 3.0 grade point average.
3. International students must demonstrate proficiency in the English language