



## **JOB DESCRIPTION - Teaching/Laboratory Assistant (Biology 2)**

**Name of Position:** Teaching/Laboratory Assistant.

**Department:** Biology

**Campus Location:** Beech Science Center

**Supervisor:** Patrick Ross

**Length of Contract:** Fall or Spring Semester

**Pay Rate:** Minimum Wage

**Job Purpose:** The teaching/laboratory assistant assists the instructor in the preparation of lab materials, grading of assignments as well as providing help to students during class or in tutoring sessions.

### **Job Responsibilities:**

- Prepare materials for laboratory and lecture activities.
- Clean up materials from laboratory and lecture activities.
- Organize, maintain and clean preparatory areas.
- Provide teaching assistance during weekly laboratory sessions.
- Conduct weekly tutoring sessions with students.
- Help with grading of exams, quizzes and assignments.
- Other duties or special projects as assigned.

### **Qualifications:**

- Must have previously completed the relevant coursework in order to be conversant with the associated material.
- Good lab technique.
- Good organizational and time management skills.
- Ability to work well with others.
- Ability to teach and communicate.
- The ability to handle confidential matters and to be professional.

### **Skill Development Areas:**

- Continued study in Biology.

**Evaluation:** Supervisor will monitor student every week and provide feedback as necessary. The student and supervisor will meet at the end of the semester for a lengthier, more formal evaluation.