### Course # and Title

<table>
<thead>
<tr>
<th>Course # and Title</th>
<th>Est. Crs Enrol.</th>
<th>Est. # of Positions</th>
<th>Position (hours)</th>
<th>Date of Appointments</th>
<th>Qualifications</th>
<th>Duties</th>
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<tr>
<td>BIO 205 HS F Ecology (course Admin TA)</td>
<td>400</td>
<td>1</td>
<td>70</td>
<td>Sept. 1, 2019 - Dec. 31, 2019</td>
<td>Min. required is a 4-year degree in Biology with appropriate background for the course to be demonstrated. Qualifications include ability, academic qualifications, enrolment as a graduate student or prospective enrolment, suitability for the position and appropriate background in the subject/specialty within the Department of Biology will be taken into consideration. Previous experience with large course administration is essential.</td>
<td>Typical duties may include but are not limited to: - attending meetings with supervisor - organizing and attending TA meetings - collating students marks across lab sections and maintenance of Grade Centre on course LMS (Quercus) - organizing student missed course components and medical notes - setting up &amp; maintaining the course Quercus site - monitoring the Quercus discussion board - consulting with students &amp; responding to student emails - preparing tests &amp; exams - scheduling and coordinating TA invigilation of tests/exams - marking exams, running scantrons, uploading marks - organizing the TA marking of assignments, tests and exams - invigilating term tests and final exams</td>
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</table>

- The position posted above is tentative, pending final course determinations and enrolments. **This position is open to non UofT students ONLY.**
- Rate of pay: In accordance with the current CUPE Collective Agreement, effective September 1, 2019, the rate of pay for a Sessional Instructional Assistant is $46.00 per hour.
- Visit the Biology website ([www.utm.utoronto.ca/biology](http://www.utm.utoronto.ca/biology)) for more information on this course.
- To apply, please send a cover letter along with an up-to-date CV or resume via email to Cindy Short (cindy.short@utoronto.ca). Deadline to submit your application is **5 pm on September 13th, 2019.** Late or incomplete applications will not be accepted.
- Visit the Registrar’s Office On-Line Timetable website for details on days, times, and locations of courses - [https://registrar.utm.utoronto.ca/student/timetable/](https://registrar.utm.utoronto.ca/student/timetable/)
- A copy of the department’s Hiring Policy is available in the department office, and in the CUPE, Local 3902 office.
- **This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement.**