

**SESSIONAL INSTRUCTIONAL ASSISTANT POSITION (CUPE 3902, Unit 3) Emergency Posting – 2019-2020 Academic Year**

**Department of Biology, University of Toronto Mississauga  
Teaching Assistant**

Posted on: September 11<sup>th</sup>, 2019

Applications due: September 13<sup>th</sup>, 2019

Course # and Title	Est. Crs Enrol.	Est. # of Positions	Position (hours)	Date of Appointments	Qualifications	Duties
BIO 205H5 F Ecology (course Admin TA)	400	1	70	Sept. 1, 2019 - Dec. 31, 2019	<p>Min. required is a 4-year degree in Biology with appropriate background for the course to be demonstrated.</p> <p>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.</p> <p><b>Previous experience with large course administration is essential.</b></p>	<p>Typical duties <u>may</u> include but are not limited to:</p> <ul style="list-style-type: none"> <li>- attending meetings with supervisor</li> <li>-organizing and attending TA meetings</li> <li>- collating students marks across lab sections and maintenance of Grade Centre on course LMS (Quercus)</li> <li>- organizing student missed course components and medical notes</li> <li>- setting up &amp; maintaining the course Quercus site</li> <li>- monitoring the Quercus discussion board</li> <li>- consulting with students &amp; responding to student emails</li> <li>- preparing tests &amp; exams</li> <li>- scheduling and coordinating TA invigilation of tests/exams</li> <li>- marking exams, running scantrons, uploading marks</li> <li>-organizing the TA marking of assignments, tests and exams</li> <li>- invigilating term tests and final exams</li> </ul>

- 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](mailto:cindy.short@utoronto.ca)). Deadline to submit your application is **5 pm on September 13<sup>th</sup>, 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/>
- 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.