

ADMIN TEACHING ASSISTANT POSITIONS (CUPE 3902, Unit 1) – 2018-2019 Academic Year

Department of Biology, University of Toronto Mississauga

Posted on: May 18, 2018

Applications due: June 11, 2018

Course # and Title	Est. Crs Enrol.	Est. # of Positions	Position (hours)	Date of Appointments	Qualifications	Duties
BIO 152H5 F Intro Evolution & Genetics	888	1	140	Sept. 1, 2018 - Dec. 31, 2018	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.	Typical duties <u>may</u> 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 - organizing student missed course components and medical notes - setting up & maintaining the course Blackboard site - monitoring the Blackboard discussion board - consulting with students & responding to student emails - preparing tests & 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
BIO 153H5 S Diversity of Organisms	888	1	140	Jan. 1, 2019 - April 30, 2019		
BIO 202H5 S Introductory Animal Physiology	480	1	70	Jan. 1, 2019 - April 30, 2019		
BIO 203H5 F Introductory Plant Morphology and Physiology	288	1	70	Sept. 1, 2018 - Dec. 31, 2018		
BIO 205H5 F Ecology	480	1	70	Sept. 1, 2018 - Dec. 31, 2018		

- The positions posted above are tentative, pending final course determinations and enrolments. **These positions are open to currently registered UofT students ONLY.**
- Rate of pay: In accordance with the current CUPE 3902 Collective Agreement, effective January 1, 2018, the rate of pay for a teaching assistant is \$ 44.44 and effective January 1, 2019, the rate of pay for a teaching assistant is \$45.33 per hour.
- Visit the Biology website (www.utm.utoronto.ca/biology) for more information on these courses.
- To apply, please submit a cover letter along with a resume or CV to cindy.short@utoronto.ca. Deadline to submit your application is **5 pm on June 11, 2018. Late applications will not be accepted.**
- **Only complete applications submitted via email will be accepted and considered.**
- 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 1 Collective Agreement.