### UNIVERSITY OF VICTORIA POSTING
CUPE 4163 Specialist Instructional

<table>
<thead>
<tr>
<th>The Department/School of</th>
<th>BIOLOGY</th>
<th>has</th>
<th>1 positions</th>
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</thead>
<tbody>
<tr>
<td>APPOINTMENT, From:</td>
<td>04-Sep-19</td>
<td>To:</td>
<td>23-Dec-19</td>
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<tr>
<td>TOTAL HOURS:</td>
<td>approx. 50hrs</td>
<td>AVERAGE WEEKLY HOURS:</td>
<td>varies</td>
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**POSITION TITLE:** Scientific Assistant  
**COURSE:** Biol184 - Evo & Biodiversity

**DUTIES AND RESPONSIBILITIES**

This position will work under the supervision of the Sr. Lab Instructor and works closely with the department's full-time Scientific Assistant. This position is responsible for setting up and taking down all the weekly lab material for a third undergraduate teaching lab in Biol184. Duties include:

- follow the instructions in the technician and student lab manuals
- gather all lab materials, set out displays ensuring that the set up mirrors the weekly labs in Cun004 and 018.
- return all materials and clean the lab room when the weekly lab is finished
- check all lab materials daily before the labs begin, restocking as necessary
- culture organisms (bacteria, fungi, protists, plants using sterile techniques
- handle live organisms - work safely with and properly dispose of hazardous materials
- trouble shoot broken or defective lab material or equipment
- help out with general lab duties (eg. plant care, lab dishes, compost
- monitor and replenish lab supplies

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

BSc or relevant experience

- must be self-directed, organized and detail-orientated
- must be able to work independently and collaboratively
- must be flexible with work hours
- assets are familiarity with Biology 184 course material and technical laboratory experience
- WHMIS and UVic biosafety certificates, if not already complete, must complete this training

This position is paid by timesheet and the hours vary from 4-12/week to a total of 50hrs/term on average.

Appointments will be made in accordance with Article 13.02 (Appointment Procedures) and Appendix A of the CUPE 4163 Collective Agreement. Selection criteria will include: qualifications and ability based on academic merit and related experience, the career and/or pedagogical value that the experience in a particular position will provide the student, the student's preferences, and other sources of graduate student financial aid.

Submit the completed application form to: Janice Gough, Admin. Officer by 07-Jul-19

Chair/Director/Designate Date

1. Number of available positions subject to funding availability and/or course cancellation.
2. See Schedule 1 in the Collective Agreement for wages.

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities and aboriginal persons.