

**TEACHING ASSISTANT POSITIONS IN CHEMISTRY  
AVAILABLE FALL 2024  
CUPE 4163 SPECIALIST INSTRUCTIONAL**

Approximately 85 Teaching Assistant (TA) positions will be available for laboratory and tutorial instruction and support for the Fall 2024 term.

- In-person instruction and related duties for labs in CHEM 101, 212, 260, 361, 362, 363 and 364
- In-person instruction and related duties for tutorials in CHEM 231, 234, 245 and 337

Appointments will be made under the collective agreement between CUPE 4163 and the University of Victoria. Priority will first be given to graduate students enrolled in a UVic Chemistry graduate program.

Responsibilities include some of the following:

1. Participate in introductory training for TAs.
2. Attend weekly or regular meetings with the Instructor for the designated course.
3. In advance of the laboratory or tutorial class, read and understand all safe practices documentation provided.
4. In advance of the laboratory or tutorial class, read and understand all necessary manuals and associated literature.
5. Perform pre-lab setup and post-lab clean up; includes early arrival and 20-minute break.
6. Teach laboratory or tutorial classes.
7. Mark reports and assignments, record marks and report to students.
8. Meet with students and correspond by email as necessary.
9. Provide course support (i.e. invigilating, marking) for the designated course or other courses.
10. Refresh and/or re-stock the labs.

TAs report to the Instructor responsible for the course. One TA position corresponds to up to 98 hours of employment during the period September 1 – December 31, 2024, at a pay of \$31.80 per hour. Vacation pay is 4%.

Appointees will be required to complete, or provide evidence of having completed, all safety training required by the Department (basic first aid, fire extinguisher practice, laboratory safety and WHMIS). All appointees will be required to maintain an ethical, professional and respectful position as the sole instructor of a course section.

Send completed application forms to Sandra Carlson at [dsecchem@uvic.ca](mailto:dsecchem@uvic.ca).

**The deadline for application is Friday June 14, 2024 at 4:30 pm**