

Job Title:        **LAB PREPARATION & LAB DEMONSTRATOR CHEM 2333/2313**

Duties may include:

- Primary duties are to assist the technician with lab prep of Chem 2333 and/or Chem 2313
- Replenish/prepare any chemicals or supplies needed if asked upon;
- Duties may also include the dismantling of those items listed above and/or handling of waste following completion of experiments in teaching laboratories.
- When the lab demonstrator is ill, you may also be asked to substitute in Chem 2332 or Chem 2312 labs which involves the following tasks:
  - Assist students in the safe execution of the 2332 or 2312 experiments, safe and proper operation of lab equipment, and in the safe and proper handling of all chemicals and glassware;
  - Assist the Instructor in demonstrating techniques and circulate in the lab and actively engage students in discussions about what they are doing;
  - Assist the instructor in preparation and set-up of the necessary chemicals, glassware, waste receptacles and equipment for teaching laboratories.
  - Reinforce lab safety; Report any problems/incidents/inconsistencies immediately to the instructor;
- Invigilate an evening midterm in Chemistry, or perform an equivalent Department duty.

Expectations:

- Student Assistant Lab Preparation & Demonstrators are expected to: be skilled and knowledgeable in the subject areas, and be familiar with the safe handling of all chemicals, waste, glassware, and equipment;
- be punctual, motivated, reliable and safety-conscious, both during the lab period and pre-lab preparation time.
- to ask for help or extra instruction when needed;
- report any incidents to the instructor;
- adhere to all safety policies set out under the Faculty of Science; follow relevant Standard Operating Procedures (SOPs); supply your own properly-fitting lab coats and safety glasses.
- be competent with the experiment procedure and related calculations;

Requirements:

- Successful completion of the course (for which you are applying) with, preferably, an overall final grade in the course of B- or higher; or permission of the instructor.
- WHMIS certified in the last 12 months
- Must be available for either Monday 2:30-5:30 pm or Tuesday 2:30-5:30 pm or Friday 1:00-4:00 pm lab time slot in case you are needed to substitute for the regular lab demonstrator.
- Ability to work in the fume hood performing tasks at shoulder level

Assets:

- Excellent interpersonal skills
- Knowledge of instrumentation and software, relevant to the course/lab.

Duration:

Undergraduate student TAs: 36 hours total

Graduate student TAs: 48 hours total

- 3 hours per week throughout the course of the lab term.
- Remaining hours to be used for pre-lab preparation as managed by the Technician, and/or invigilation or other appropriate related department duty to make up the total number of hours (if needed). Remaining hours are typically 6 hours for Undergraduate student TAs and 18 hours for Graduate student TAs.

Pay:

- To be paid as according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator Schedule for the term hired.