

Job Title:        **LAB PREPARATION & LAB DEMONSTRATOR CHEM 2332/2312**

Duties may include:

- Primary duties are to assist the technician with lab prep of Chem 2332 and/or Chem 2312
- 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 a minimum final course grade of B- or permission of the instructor.
- WHMIS certified in the last 12 months
- Must be available 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 with both hands performing tasks at shoulder level
- Preference given to a student available to work in the mornings for two hours for two days per week.

Assets:

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

Duration and Pay: 36 hours total (undergraduate TA) or 48 hours total (graduate TA)

- Distribution of hours to be agreed upon between student and technician supervisor.
  - A TA must not work more than four prep hours (undergrad) or six prep hours (grad student) in any calendar week unless it was agreed upon via email at least two weeks in advance by both the student and technician and the Chair and Lab Instructor were cc'd on the email.
  - Prep may not be done 30 minutes before lab time or outside of normal business hours.
  - Students may not volunteer additional hours for prep duties.
- Paid according to SMU's Payroll Teaching Assistant/Student Marker/Demonstrator [Schedule](#) for the term hired.