

University of Wisconsin – Green Bay
Office of Graduate studies

Job Description: Principles of Chemistry I and II Laboratory Assistants

The chemistry graduate teaching assistants are responsible for instruction in laboratory sections associated with CHEM 213: Principles of Chemistry I and/or CHEM 214: Principles of Chemistry II. Specifically, the teaching assistants are responsible for four lab sections, two each in the fall and spring semesters, of approximately 24 students each. Attendance at orientation sessions held during the week before the fall semester is required of both new and reappointed teaching assistants.

Duties:

The TAs will provide instruction and grading for 4 Principles of Chemistry I and/or II lab sections each year. This includes maintaining student progress records. Attendance at course lectures is required during the first semester of appointment and thereafter as deemed necessary by the faculty member responsible for Principles of Chemistry I or II lecture. Some set up and testing of laboratory materials is also necessary. The teaching assistants are expected to have a minimum of two scheduled office hours per week. Assistance in proctoring exams may be requested by the Principles of Chemistry I or II faculty instructors. The position requires approximately 20 hours per week during the academic year.

The assistants will be supplied with the course textbook, laboratory manuals, and study guides. An office with a desk, supplies, computer, and telephone will be available. Training sessions in laboratory safety are required and are provided free of charge. These positions do not require first aid training. Secretarial support for course related needs and a campus mailbox will be provided by the Natural and Applied Sciences department.