



Undergraduate or Recent Graduate Teaching Assistant (TA) Position

Starting with the 2024-2025 academic year, Teaching Assistants (TAs) will form an integral part of the Biology Department's undergraduate teaching and learning team. The Biology Department will hire a limited number of TAs annually to support its undergraduate programs.

Duties:

- Preparing for and holding labs
- Holding office hours (virtual or in-person)
- Answering student emails
- Invigilation of exams
- Marking or assisting in marking of assignments, quizzes, and exams.
- Assisting in management of the course website
- Assisting with miscellaneous duties as needed

Requirements:

- Enrolled or recently graduated from an undergraduate Biology program at VIU. Graduates from another institution may be considered if no VIU candidate is identified.
- Completed at least 75% of their current program of study. Preference will be given to applicants who have graduated, or who have completed all requirements or their Biology program.
- A minimum GPA of 3.5 (include unofficial transcripts in application).
- Must have previously taken the course they would like to TA or have gained subject matter experience through their undergraduate program.
- Demonstrate English language proficiency.

Additional Notes About Teaching Assistants:

- The teaching Assistant position is for BIOL 121 Labs.
- Must have availability on Wednesdays and Thursdays in the Fall 2024 semester.
- Teaching Assistants will receive orientation from a lab coordinator covering their role, responsibilities, safety, and course evaluation. Additional training on safe working conditions will be provided through VIU.
- The Dean's office will address any matters related to misconduct or discipline of the TA.
- Wages are paid bi-weekly over 10 pay periods. There is a flat rate of pay for each lab section (\$190.25 biweekly per 2-hour lab section).
- Application deadline: Noon, May 1st, 2024

Application for Undergraduate or Recent Graduate teaching assistant position

Status: Recent Graduate Current Student

First and Last Name:

Email:

Education (List degree/diplomas/discipline/concentration/year):

Teaching Experience (Indicate any relevant teaching experience):

Additional Information (Skills or experience we should consider):

Please submit the completed one-page application form, a CV/résumé, and unofficial transcripts to Eric.Demers@viu.ca.