

SMU Spark TA Chem 1210 (Must be available for TWO lab sections)

Duties:

- Initiate and oversee Student Success activities such as the Scavenger Hunt and Problem-Solving Session. Provide direction to lab demonstrator TAs on how to assist with Student Success activities.
- Provide timely personalized feedback on student reflections including individualized guidance on how to deal with challenges. You will have to research to find the correct student service and how to access it.
- Reach out by email to students not engaging in the lab or student success activities to identify challenges and provide support and guidance.

Expectations:

Student Success TAs are expected to:

- Fully understand campus services that can help students be successful
- Be prepared, punctual, motivated, safety-conscious, and empathetic
- Handle student grades, reflections and answer keys in an appropriate confidential manner
- Be a positive role model for professionalism and promotion of an inclusive learning environment
- Supply your own properly-fitting lab coat and safety glasses

Requirements:

- A minimum grade of B- must be attained in both General Chemistry I and II; or permission of the instructor. **A full *unofficial* transcript is required when submitting your application.**
- WHMIS certified in the last 12 months
- Excellent written communication skills and interpersonal skills
- Preference given to undergraduate TAs in their second or third year of study

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.