



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/27

INSTRUCTIONAL ASSISTANT (I)

Job ID	55153-3785	
Web Address	https://careers.indigenous.link/viewjob?jobname=55153-3785	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-05-17	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Unit/Project Description: The Education Program in Anatomy is seeking an Instructional Assistant to support the deliver of the Health Sciences Undergraduate Anatomy and Physiology (A&P) course. Students enrolled in the A&P course include MoMac and Conestoga BScN, Engineers, Midwifery, BHSc, and iBioMed. Job Summary: Responsible for providing teaching support to the instructor by contributing ideas and information to the development of course material, tests, and assignments. Ensures the proper functioning of teaching labs and tutorials by providing resources to teaching assistants and ensuring course material is being covered during lab and tutorial sessions.

Purpose and Key Functions:

- Organize and coordinate teaching laboratories, computer-based instruction, and tutorial classes accordingly.
- Introduce and demonstrate labs or tutorial sessions to students.
- Tutor students in programs and assist students with lab work.
- Train others on proper lab techniques, operating laboratory equipment, and on running efficient and effective tutorial sessions.
- Compose test questions and assignments and prepare solution sheets for review by others.
- Assist staff with the preparation and set up of equipment and supplies for laboratories and tutorial sessions.
- Organize and monitor the on-line learning environment for courses in an academic unit, department, or faculty by ensuring that the appropriate course content information is made available to students.
- Write a variety of documents such as procedure manuals, correspondence, and reports.
- Prepare a variety of lecture materials including presentation slides and handouts.
- Provide guidance, advice, and solutions to teaching assistants when resolving student inquiries.
- Provide teaching assistants with appropriate teaching material as specified by the instructor.
- Ensure accurate grading of assignments is completed by teaching assistants and report discrepancies to the instructor.
- Correspond and meet with students to address concerns related to the course including, but not limited to, the resolution of contested grades.
- Liaise with instructors, teaching assistants, and students to ensure information within the academic unit is understood by all parties.

- Exchange technical and scientific information amongst colleagues.
- Operate, adjust, and maintain a variety of equipment and instruments.
- Troubleshoot equipment and perform minor repairs. Ensure major repair requests are escalated to the appropriate area.
- Assign tutorials to teaching assistants and arrange teaching assistant office hours.
- Section classes at the beginning of the year, dealing with all scheduling changes, room reservations, and scheduling conflicts.
- Assess the need for laboratory equipment and provide recommendations for the acquisition of materials and equipment.
- Calibrate laboratory equipment according to established calibration standards.
- Collect, track, and safeguard student marks and tests.
- Calculate student marks and submit final grades to appropriate areas.
- Input, maintain, and verify information in a variety of databases and spreadsheets.
- Pipette a variety of reagents and media.
- Prepare chemical reagents and biomedical media according to formulae and assume responsibility for accuracy in the preparation and standardization of solutions.
- Ensure that all laboratory waste is disposed of according to established policies and procedures.

Requirements:

- Bachelor's degree in a relevant field of study.
- Requires 2 years of relevant experience.

Additional Information: The successful candidate will ideally have:

- prior completion of either HTH SCI 2L03/2LL3 or 2F03/2FF3 Human Anatomy and Physiology;
- advanced knowledge of anatomy and physiology education and pedagogy;
- experience teaching with prosected cadaveric material and anatomical models;
- expertise in the use of human physiology experiment equipment such as AD Instruments' PowerLab hardware and software;
- previous experience as a teaching assistant in an undergraduate human anatomy and physiology course that consisted of both wet labs and tutorial sections;
- experience working with undergrad and postgrad teaching assistants;
- experience creating and setting up Objective Structured Practical Exams (OSPE);
- ability to write anatomy and physiology quizzes, multiple-choice questions, OSPE questions and marking rubrics;
- experience translating anatomy and physiology course concepts to students through the use of in-person and online lab, tutorial sessions, and innovative teaching strategies;
- experience introducing emerging technologies, such as virtual reality, augmented reality and mixed reality into the classroom;
- proficiency in the use of Avenue to Learn as a teaching and course management tool;
- familiarity with MS PowerPoint and Outlook;
- advanced skills in the use of MS Excel to create grade and test question statistics such as Cronbach's alpha; knowledge and understanding of the University health and safety guidelines and the Anatomy Act of the Province of Ontario.

Graduate degree in Engineering, BHSc or iBioMed or Masters degree in a related field of study is preferred. This position may require you to travel and to work outside of your regular work schedule including evenings and weekends to meet operational demands. This position will require frequent

exposure to chemicals and unpleasant odors.

For more information, visit [McMaster University for INSTRUCTIONAL ASSISTANT \(I\)](#)