



# 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

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## INSTRUCTIONAL ASSISTANT (IV) - SCHOOL OF INTERDISC

<b>Job ID</b>	<b>61095-2361</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=61095-2361">https://careers.indigenous.link/viewjob?jobname=61095-2361</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-03-13	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

#### Unit/Project Description:

The School of Interdisciplinary Science (SIS) consists of 3 unique undergraduate programs in the Faculty of Science: Integrated Science, Life Sciences and Medical Radiation Sciences. The thread that links these three exceptional programs is the commitment to an interdisciplinary approach to teaching, employing experiential and hands-on opportunities. Core to this approach is our focus on the role of science in addressing contemporary challenges in human health and societal well-being. The School supports over 2000 undergraduate students. The instructional assistant (IV) will work with SIS faculty in the delivery of Life Sciences and Integrated Science courses. They will work with faculty in the management of TAs, student accommodations, grading and curriculum development. Their work will provide essential and direct support to students as they engage with content delivered in lecture (tutorials), laboratory or experiential courses. To that end they will employ various communication platforms such as Avenue to Learn, Microsoft Teams etc.

**Job Summary:** Responsible for providing pedagogical and technical support to instructors, teaching assistants and students. Designs and modifies laboratory experiments, tutorial sessions, and lesson plans in accordance with the curriculum priorities of the instructor within an academic unit, department, or faculty. Forecasts operating budgets for lab and tutorial courses. Ongoing responsibility for supervising ten (10) or more Teaching Assistants.

**Purpose and Key Functions:**

- Design, adapt, and modify laboratory experiments and tutorial sessions.
- Modify and adapt test procedures and equipment to meet specialized requirements.
- Forecast budgets and proposed expenditures for new program proposals, and for operating lab and tutorial courses.
- Write and design lesson plans in accordance to the curriculum priorities of the instructor.
- Provide formal supervision to teaching assistants and other part-time staff.
- Communicate curriculum to teaching assistants that is to be covered in tutorial sessions.
- Review current educational research literature to ensure curriculum follows best practices in teaching, education and learning.
- 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.

Supervision:

- Ongoing responsibility for supervising 10 or more casual employees at any one time.

Requirements:

- Master's degree in a relevant field of study.
- Requires 3 years of relevant experience.

Assets: Any of the below experiences would be considered an asset:

- Delivering science based tutorials
- Delivering wet laboratories
- Tutorial, laboratory experiment or demonstration design
- TA training
- Career coaching/counseling
- Supporting students as they engage with experiential hands-on opportunities

For more information, visit McMaster University for INSTRUCTIONAL ASSISTANT (IV) - SCHOOL OF INTERDISC