

**\*\*\* This is not a posting for an official position, rather a sample description of the time commitments and duties involved with this TA position. Specific job expectations will be agreed upon at the time of the appointment. \*\*\***

## **University of Kansas –Graduate Teaching Assistant Position Description**

**Job Title:** Graduate Teaching Assistant (Laboratory)  
CHEM 636

**FT/PT:** Part time

**FTE:** .50

**Regular/Temp:** Temporary

**FLSA:** Exempt (Salaried)

### **Position Overview:**

Teaching Assistants (TAs) for CHEM 636 will direct a team of students in a problem-based learning laboratory involving research-level instrumentation. TAs are responsible for teaching students proper literature searching methods, proper laboratory techniques, and safe and appropriate use of instrumentation. TAs will require extensive training on a broad range of instrumentation prior to teaching the students. Instrument training will be provided by the Laboratory Program Director for the Analytical Teaching Labs for this position as necessary. TAs are to ensure that instruments used by students are properly operated and shut down at the end of each week. TAs are responsible for grading written progress reports, oral presentations, research posters, and for assigning weekly lab performance-based grades. TAs must also facilitate the procurement of equipment, reagents, and supplies for each project. This may involve placing and/or reviewing orders and locating specialized supplies, glassware, and instrumentation in the department or greater campus. Finally, it is the TAs responsibility to enforce the department safety policy and to ensure all students conduct their work in accordance with this policy.

### **Responsibilities and Percent of Time:**

**70%** Perform teaching duties in accordance with the instructions of their supervisors, department, and/or school, and in adherence to University and Board of Regents policies. Hold classes at the assigned times and places. Adhere to departmental-approved course outlines or syllabi, use approved text and other instructional materials, and meet with supervisors upon request.

**10%** Maintain office hours and assist individual students.

**10%** Grade class materials and submit grades in accordance with University polices and instructions.

**5%** Complete instrument training and instruction in basic instrument troubleshooting.

**5%** Perform other duties as assigned.

**Required Qualifications:**

During the term of the appointment the individual must 1) be admitted to and enrolled in a KU graduate degree program, 2) be enrolled in no less than six graduate hours or minimum hours required by the degree, 3) be in good academic standing and making satisfactory progress toward degree, 4) have satisfied all English proficiency criteria established by the Regents and/or University, 5) meet conditions of employment as specified in the University/KAPE Memorandum of Agreement, 6) meet department-specific required qualification(s).

**Preferred Qualifications:**

Graduate student in chemistry or a related field. Experience with a wide range of analytical instrumentation, including but not limited to: gas chromatograph-mass spectrometer, high-performance liquid chromatograph, atomic absorption mass spectrometer, fluorometer, UV-Vis spectrophotometer.

**Additional Information:**

Average weekly time commitment

Scheduled Lab Hours	5 hrs/week
Additional Arranged Lab Hours	5 hrs/week
Team Lab Meeting	1 hr/week
Grading	2 hr/week
Instrument training/basic trouble shooting	3 hr/week
Coordinate extra-lab instrument time and resources	1 hr/week
Other Duties	3 hr/week
E.g.: Order supplies and chemicals	
Locate specialized glassware	
Instrument start-up and shut-down	

Total: 20 hr/week