University of Kansas – Graduate Teaching Assistant Position Description

Job Title:	Organic Chemistry Laboratory Graduate Teaching Assistant (CHEM 331 & 336)
FT/PT:	Part time
FTE:	*.50*
Regular/Temp:	Temporary
FLSA:	Exempt (Salaried)

Position Overview:

Organic Chemistry Laboratory courses introduce students to basic laboratory techniques and safety practices pertaining to synthesis, isolation, separation, and characterization of organic compounds. Important physico-chemical principles behind these techniques are also discussed. Significant amount of time is dedicated to cover relevant aspects of instrumental methods and spectroscopy (IR, NMR, Mass, polarimetry, GC and HPLC). An emphasis is also placed on teaching technical writing skills and preparation of a scientific report. GTAs are expected to have prior experience in synthetic chemistry and organic instrumental analysis and must complete all required laboratory safety training.

Responsibilities and Percent of Time:

80% Perform teaching duties in accordance with the instructions of their supervisors, departments, and/or schools 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 supervisor upon request. Administer tests or other graded activities in accordance with instructions of supervisor, Department, or School. Grade class materials and submit grades in accordance with University polices and instructions. Comply with all University and Departmental laboratory safety guidelines and policies. Attend class and support classroom activities.

10% Maintain office hours and assist individual students.

5% Attend TA meetings.

5% Perform other duties as assigned.

Required Qualifications:

During the term of the appointment the individual 1) is admitted and enrolled in the KU graduate degree program, 2) is enrolled in no less than six graduate hours or hours required by the degree, 3) is in good academic standing and making satisfactory progress toward the completion of their degree, 4) has satisfied all English proficiency criteria established

by the Regents and/or the University, 5) meets conditions of employment as specified in the University/KAPE Memorandum of Agreement, 6) meets Department-specific requirements and qualifications.

Preferred Qualifications: Graduate student in Chemistry or a related field

The primary roles and responsibilities of the organic chemistry laboratory GTAs are given below.

CHEM 331 & 336 TA Duties		**hr/wk**
Direct lab contact	2 labs/wk × 4 hr/lab	8
Preparing pre-lab lecture		1
Grading/Exam Proctoring		4
Attend weekly TA meeting		1
Attend course lecture (CHEM 330/335)		3
Office hours	2 sessions/wk × 1 hr/session	2
Practice experiment		1
	TOTAL	**20**

Specific responsibilities include:

- Be on-time and present for all position-relevant obligations (*e.g.*, lab sessions, TA meetings, office hours).

- Attend class, actively support classroom activities, and keep current on all class-related readings and assignments.

- Proctor and/or grade scheduled exams. Hold regular, weekly office hours. Write and/or administer quizzes.

- Mentor students and promote/enforce academic honesty and integrity.

- Perform all laboratory experiments at least one day in advance of meeting with students.

- Explain, practice, monitor, and enforce safety rules. Comply with chemical hygiene and safety regulations established by the Department.

- Maintain a professional, positive, and productive attitude. Be approachable and enthusiastic about teaching and working with students. Be an effective leader and maintain authority in the classroom or laboratory. Treat all students equally and fairly.

- Be prepared, organized, and knowledgeable about the scheduled activities and laboratory experiments.

- Introduce students to each experiment by highlighting key procedures, laboratory techniques, relevant safety considerations, and chemical concepts. A conceptual overview that illustrates how the lab activity relates to the principles covered in the lecture and why this experiment is important and relevant to the student should be provided. Communicate laboratory objectives and expectations in a clear, concise, and organized manner.

- Establish a respectful learning environment that encourages interaction and collaboration while also fostering individual growth, responsibility, and accountability.

- Encourage student participation and development by asking questions and leading discussions that promote problem solving, critical reasoning, and independent thinking.

- Supervise students and interact actively with them as they conduct work in the lab. Provide assistance, motivation, support, and level-appropriate guidance as needed.

- Respond to student inquiries about chemical concepts, laboratory procedures, grades, the course, *etc*. in a timely, courteous, and professional manner. Respond promptly and appropriately to student grievances and concerns.

- Facilitate teamwork, delegate tasks, and conduct conflict resolution.

- Grade laboratory and course-related work in a timely manner. Provide detailed evaluative feedback that is in accordance with established standards. Graded work should be returned during the next laboratory period.

- Maintain attendance records and grade records in accordance with Department guidelines.

- Find a substitute TA to cover your lab in the event of an unavoidable absence. Notify the Laboratory Director if you will be unable to attend a scheduled event (lab session, office hour, exam, *etc*.).

- Ensure that the laboratory is clean and orderly at the end of each lab period. All equipment and materials should be returned to their proper storage location.

- Report issues related to equipment and room maintenance to stockroom personnel. Contact the Laboratory Director if problems are encountered during the scheduled laboratory activity.

- Turn in final laboratory grades by the designated deadline, and be available until the final grades for your course have been assigned.