

STUDENT LABOR POSITION DESCRIPTION**Chemistry**

Most Recently Updated 8/23/2000

Position Title: Teaching Assistant
Must work 10 hrs/wk.

I. Grade Level: 2-4**II. Description:**

A. The following are the essential duties for a Teaching Assistant in the Department:

1. Assist students in laboratories
2. Prepare chemical solutions for laboratories
3. Grade laboratory notebooks
4. Grade homework
5. Janitorial work
6. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Tutoring
2. Developing new laboratory exercises
3. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Put chemistry skills to practical use
- B. Review & enhance your knowledge of chemistry
- C. Improve communication skills
- D. See if you like teaching

IV. Basic Qualifications:

- A. General: Major in any science field
- B. Skill: Must be able to communicate with other students and professors
- C. Physical: Must be able to do routine janitorial work
- D. Academic: Grade 2: CHM 121 completed; Grade 3: CHM 321/322 completed;

V. Desirable Qualifications:

- A. Must be willing to work where we need you. If your schedule doesn't fit with our laboratory periods you might be doing lots of janitorial work or tutoring.
- B. Should be enthusiastic about chemistry

VI. Narrative Summary:

Teaching assistants in the Chemistry Department performed a variety of duties depending on their course schedules. Ideally, students assisted for 6 hours in the laboratory, prepared for the lab (or grade) for 2 – 3 hours, and had 1-2 hours of cleaning duties each week. One benefit of being a TA was that you got to review and apply the chemistry that you learned in chemistry courses previously completed at Berea. In addition, student performed additional job-related tasks as assigned.