University of Toronto
Department of BIOCHEMISTRY
Job Posting – Assistant Invigilator Position
Summer 2020 Session (May-June)

Posted on March 12, 2020
The Department of biochemistry seeks up to 3 Assistant Invigilators for the following course:

BCH210H1-F – Biochemistry I: Proteins, Lipids and Metabolism
An introductory course covering the key biomolecules in the cell.

Qualifications
Candidates should be detailed oriented and able to maintain the academic integrity and confidentiality of the exams they are invigilating. Punctuality and attentiveness are essential. First consideration will be given to full-time graduate students at the University of Toronto.

Duties
• Invigilate the midterm exam (Monday May 25, 2020) and final exam (To be determined - June 17-25, 2020)
• Implement and enforce the exam regulations by remaining vigilant throughout the examination duration.
• Assist with ensuring the appropriate students are present for the examination and monitor all traffic in and out of the room as well as students requiring washroom breaks during the exam.
• Securely collect and alphabetize all examination materials and return all items to the department.

Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting.

Hours of work: approx. 8 hours per TA
Estimated Course Enrolment: 300 students

Rate of Pay: SGS I/II - $46.24/hour (+4% vacation pay) / Assistant Invigilator: $30.47

Final availability of the position(s) is contingent upon enrolment, budgetary consideration and the determination of appointments as governed by the collective agreement.

Application Process Applications and instructions are available on the Departmental website (http://biochemistry.utoronto.ca/about/hiring). Applicants should submit an application with a cover letter, CV and any relevant references (if applicable) by April 2, 2020. Completed applications should be sent to:

Carrie Harber,
Department of Biochemistry,
Room 5207,
Medical Sciences Building, University of Toronto

If during the application and/or selection process you require accommodation due to a disability, please contact carrie.harber@utoronto.ca.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The Departmental Hiring Policy is available in the Department office and in the CUPE Local 3902 office.

Note: Although a graduate student’s preference as to the campus location of his/her TA appointment will be taken into account, both the initial TA appointment (or CI appointment) and the subsequent appointment obligation related to that appointment may be met through position(s) on any one of the three University of Toronto campuses (UTM, UTSC or St. George) in courses in the same discipline as the initial appointment. TAs will only be assigned to courses in fields in which they are or should be qualified to