

**University of Toronto**  
**DEPARTMENT OF BIOCHEMISTRY**  
*Job Posting – TA Assistant Invigilators*  
**Winter 2024 (Jan-April)**

Posted on October 27, 2023:

The Department of Biochemistry seeks up to 10 TA Assistant Invigilators for the following course:

**BCH 311H – Biochemistry II: Nucleic Acids and Biological Information**

**Course description**

Nucleic acids and flow of information in biological systems. Information storage and transmission by nucleic acids, as well as new molecular technologies will be discussed.

**Qualifications**

**Required:**

- Current PhD student
- At least two years' experience as a course TA Assistant Invigilator
- Excellent oral and interpersonal skills, particularly the ability to work effectively with and show tact when communicating with course instructor and TAs
- Strong administrative skills, including sorting exams, being on time for pre-meetings, invigilation
- Able to prioritize tasks
- Flexible schedule, able to accommodate short notice requests for meetings
- Intercultural competence, especially an understanding of the issues faced by multilingual and international students
- Ability, academic qualifications, suitability for the position and familiarity with course material (Molecular Biology)

**Relevant Criterion**

Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

**Duties**

The TA Assistant Invigilator will perform the following duties (In-Person):

- Invigilate midterm and final exam
- Have a pre-meeting with Course Instructor
- Sort exams upon completion

*Duties of this position shall be performed at the campus on which the position is located.*

**Hours of work:** 6 hours per TA

**Estimated Course Enrolment:** +500 students

**Start Date:** January 8, 2024

**End Date:** April 30, 2024

**Rate of Pay:** UG/SGS I/II - \$47.64/hour (+vacation pay)

**Application Process:** A general Application should be submitted online by **Friday November 17, 2023 (5:00 pm)**. Please consult Departmental Website for application instructions:

<http://biochemistry.utoronto.ca/about/hiring>

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca). During employment, to request accommodation from the University, contact the supervisor or department chair and/or Health & Wellbeing Programs & Services at [hwb@utoronto.ca](mailto:hwb@utoronto.ca). For more information about accommodations at U of T, please visit our Accommodation webpage.

The hiring criteria for Teaching Assistant positions are academic qualifications, the need to acquire experience, previous experience and previous satisfactory employment under the provisions of this Collective Agreement.

Candidates who are members of Indigenous, Black, racialized and LGBTQ2S+ communities, persons with disabilities, and other equity seeking groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the position.

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, LGBTQ2S+ 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 position(s) posted above is (are) tentative, pending final course determinations and enrolments.

Positions posted here are open to Graduate Students in the School of Graduate Studies, Postdoctoral Fellows and Undergraduate Students in the University of Toronto.

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.