

C.2.1.1 Instructional Associate in Biology (Introductory emphasis)

- a) Preparation of materials and direction of 15:162 and 15:163 laboratories; including, but not limited to, updating and revising lab material in consultation with the course instructor, weekly preparation of laboratories, preparation of answer keys, grading of laboratory assignments, maintenance of laboratory records, setting and marking laboratory tests, and some assistance in invigilating and marking of 15:162 and 15:163 examinations,
- b) The normal standard teaching load of this position, as per Article 9.3.1.d, is 10 laboratory sections ranging from 7.5 to 15 credit hours of laboratory instruction depending on the availability of student assistants, and normally 0 credit hours of course instruction per academic year,
- c) Supervise and train GTA and undergraduate student assistant(s) for 15:162 and 15:163, dishwashing and the greenhouse,
- d) Assistance in ordering supplies and/or preparation assistance for other Biology labs, namely 15:261, 15:262, 15:282, 15:269, 15:371, 15:467, 15:480,
- e) Ordering and receiving departmental supplies and equipment in cooperation with other Biology IAs,
- f) Maintenance and storage of departmental equipment and supplies in cooperation with other Biology IAs,
- g) Maintenance of departmental teaching inventories in cooperation with other Biology IAs,
- h) Maintenance of teaching-related biological collections in the Biology Department,
- i) Some opportunity for independent research may occur, and
- j) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.