

JOB DESCRIPTION – LAB TEACHING ASSISTANT

Chemistry Department, Bethany College

POSITION TITLE: Lab Teaching Assistant

SUPERVISOR: Chemistry Professor (Englund or Lockyear)

FUNCTIONS: To assist the Chemistry Professor in helping students with their laboratory experiments

Primary functions include:

- 1) ensuring the highest possible levels of student learning and safety
- 2) assisting students with new laboratory techniques and chemical concepts

RESPONSIBILITIES:

Prepare for an experiment prior to lab day:

Read critically and understand the laboratory experiment prior to lab day, and anticipate student questions or problems that may arise during the experiment

Ask questions of the Chemistry Professor in advance if anything is unclear

Obtain training with any equipment/apparatus/instrumentation prior to lab day

Answer questions and guide students to a greater understanding of chemical principles and scientific inquiry

Assist students in learning new laboratory techniques

Assist students in the use and cleaning of equipment/apparatus/instrumentation

Ensure proper disposal of any waste generated

Ensure student safety during experiments

Manage students in lab clean-up after an experiment

Calmly respond to fires, chemical spills, and other hazards that may occur while students are working in the laboratory.

Communicate with Chemistry Professor regarding any concerns related to the laboratory experiment and/or the students' learning environment

POSITION REQUIREMENTS:

3 – 4 hours/week during school year

1 – 2 hours/day during Interterm

QUALIFICATIONS:

Student must have taken, and passed with a B or better, the course for which s/he wishes to be a TA

Work Study, if possible

Chemistry Teaching major preferred; Chemistry major is second preference

Communicate personably, thoughtfully, and respectfully with students (not making any comments that could be considered inappropriate or offensive).

Correctly use and clean laboratory apparatus and instrumentation that is common to the general or organic chemistry laboratory.

Correctly use and demonstrate the use of laboratory glassware.
Able to recognize safety hazards while students are working in the laboratory.

STANDARDS OF PERFORMANCE:

Periodic evaluation by the Chemistry Professor

Career Services

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