

Job Description

Murray State University
Department of Chemistry
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Attention: Beth Brubaker
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Job Title

Undergraduate Teaching Assistant

Duties and Responsibilities

An undergraduate teaching assistant (TA) is responsible for supervision of laboratory activities for a specific chemistry course. The employee is responsible for maintaining a safe, instructive atmosphere in the laboratory at all times. The TA must follow all safety guidelines at all times in the laboratory, and must enforce these guidelines for all students in the laboratory. TA's are generally expected to attend all pre-lab sessions, all laboratory sessions, and other meetings scheduled by the course instructor or the lab coordinator. The TA should be familiar with experimental procedures and calculations prior to entering the laboratory. TA's are usually responsible for grading laboratory reports, and may also be responsible for lab preparation and/or waste management. The course instructor may ask TA's to proctor examinations administered during the normal lab time, and to perform some grading. The TA is required to maintain an accurate grade and attendance record. TA's have primary responsibility for laboratory housekeeping, and should ensure that all areas are clean and neat before leaving the laboratory. The TA will provide first response in the event of a laboratory accident.

Education and Training Requirements

Minimum Educational Requirements The TA must have completed the course to be taught, or an equivalent. Normally, TA's will have completed at least one full year of college chemistry.

Hazard Communication or other Safety Training Each TA must complete the basic hazard communication training. Testing will be performed annually, which may indicate a requirement for additional training.

Special Skills Required None.

Other CPR and/or First Aid training are recommended, but not required.

Personal Protective Equipment Requirements

Eye Protection:
Minimum eye protection required *at all times* in the laboratory will be chemical splash goggles.

Clothing:
In general, provide use good judgment in choosing clothing for lab work. The Department of Chemistry assumes no responsibility for damage to clothing. Provide adequate skin coverage. Shorts are not appropriate lab attire. Lab coats or aprons provide additional personal protection and may provide protection to clothing. Disposable lab coats may be obtained from your supervisor. Shoes should completely enclose the foot.

Gloves:
Gloves should be worn for some specific tasks in the laboratory. For dispensing most solid materials, lightweight latex gloves may provide adequate protection from accidental skin contact. For dispensing hazardous liquids, heavier gloves with suitable resistance to the material are recommended. Your supervisor may recommend and provide gloves for specific situations.

Position Data

Salary:	\$5.15 per hour	Typical hours per week:	4 minimum (2 hours lab + 2 hours grading)
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Position Duration:	One semester	Other Benefits:	None.
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