**JOB POSTING**

**THIS AD IS FOR CUPE UNIT 2 positions.**

**You must be a registered Student at Trent University in order to apply.**

The Department of **Chemistry** invites applications for **CUPE 3908 Unit 2 Academic Assistants** for the 2045-2025 academic year. Positions are at various times during the Academic Year 2024-2025.

The hourly rate of pay is in accordance with the CUPE 3908 Unit 2 Collective Agreement and may be found in Appendix A Wage Rates on page 57 of the [CUPE Unit 2 collective agreement](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/CUPE%202%20Collective%20Agreement%202021-2024%20FINAL_1.pdf) (CUPE 2 rate subject to ratification).

**Academic Assistant (AA)** shall be defined as an enrolled Trent University student who does not currently hold a GTA, and who is not responsible for the overall evaluation of students in a lab or workshop group, assigning and marking of students’ overall written and oral work in a course or principally responsible for conducting the lab or workshop; AA will work under the direction of a supervisor and will not work without oversight. Duties related to the position, which shall be in accordance with University and departmental practices, shall be determined by the person(s) who has (have) principal responsibility for the course. Assigned duties include the following: Demonstrating problem-solving and analytical techniques and related marking (e.g. Mathematics, Chemistry), Facilitating small group discussions and development of problem solving strategies (e.g. Environmental Studies, Indigenous Studies), Assisting students in laboratory settings (e.g. Biology).

**Academic Assistant positions are 5 hrs/week per lab section.**

**Courses with Academic Assistant positions:**

CHEM-1010H: Introductory Chemistry II

CHEM-2110H: Introductory Organic Chemistry II

CHEM-2200H: Transition Metal Chemistry

CHEM-2300H: Biochemical Concepts

CHEM-2420H: Introductory Analytical Chemistry II

CHEM-2620H: Environmental Chemistry

CHEM-3110H: Advanced Synthetic Organic Chemistry: Biological Applications

CHEM-3120H: Computation Chemistry

CHEM-3320H: Metabolism

CHEM-3410H: Methods of Spectral Analysis

CHEM-3520H: Elements of Physical Chemistry: Thermodynamics

**Please see Academic Timetable for lab times**

**(**[**https://www.trentu.ca/registrar/timetable/undergraduate**](https://www.trentu.ca/registrar/timetable/undergraduate)**)**

Assigned duties may include but are not limited to the following:

* Assist in labs or tutorials, demonstrating laboratory techniques, marking lab reports, facilitating small group discussions, and attending lab preparatory meetings as required. All Academic Assistants must attend an orientation session.
* All employees at Trent, including student employees, are required to complete Ministry of Labour Health and Safety Awareness Training, Campus Violence and Harassment, Human Rights and AODA, WHMIS, and Privacy Training, as well as Lab Safety training.

**Qualifications:**

* Students must have completed at least two years of an undergraduate Chemistry degree or related field.
* You must be a registered student at Trent University to apply, and you must have completed the course to which you are applying with a minimum 75%.
  + Those who are applying to CHEM-2420H will need to have completed CHEM-2400H with a minimum 75%

**Application:**

Please state **“Chemistry Winter AA” along with your student number** in the subject line of the email and include the following in your email:

* Resume
* A copy of your latest Academic Summary
* The course code, day, and time of the section(s) for which you are available (please see Academic Timetable for days and times)
* Stipulate the approximate number of hours you are seeking per week
* If you are an undergraduate or graduate student
* If you are TWSP eligible

Note: students may apply to multiple courses/lab times.

Submit Resume to:

Teresa Garvey, [chemjobs@trentu.ca](mailto:chemjobs@trentu.ca)

Enquiries may be directed to **Teresa Garvey** by;

E-mail: **chemistry@trentu.ca** or by phone : **705-748-1011 x 7505**

In-person: **CSB D105**

**Deadline for receipt of applications Monday, November 25 at 9:00 am or until positions are filled**

All positions are subject to budgetary approval by the Dean’s office and course enrollment.

THIS AD IS FOR RETURNING TRENT STUDENTS ONLY