



JOB DESCRIPTIONS

Department of Chemistry & Biochemistry



AUGUST 2, 2019
ANDREWS UNIVERSITY

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BCHM 120 Introduction to Organic and Biological Chemistry Grader

Position: BCHM 120 Introduction to Organic and Biological Chemistry Grader

Number of Openings for this Position: One

Faculty: Dr. Nowack

Term of Employment: Spring

Description: A BCHM 120 Introduction to Organic and Biological Chemistry Grader provides important support to the instructor and the students by accurately and efficiently marking a variety of exercises such as tests, class quizzes, and homework. An effective grader will be able to explain the answers and justify the score of marked assignments. The grader must be able to interface with LearningHub gradebook functionality and use it with minimal training. Honesty and integrity are the foundational behavior of a grader. The grader will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 3-4 hours per week.
- b) Grade/score a variety of assignments accurately and in a timely fashion.
- c) Have successfully completed CHEM 131/132 General Chemistry I and II
Or be concurrently enrolled in CHEM 131 General Chemistry I.
- d) Have adequate people skills.
- e) Be familiar with LearningHub so that training to use LearningHub is straight forward.
- f) Be honest and a person of integrity in every situation.
- g) Provide an up-to-date resume.

BCHM 120 Introduction to Organic and Biological Chemistry Lab Teaching Assistant

Position: BCHM 120 Introduction to Organic and Biological Chemistry Lab Teaching Assistant

Number of Openings for this Position: One

Faculty: Dr. Nowack

Term of Employment: Spring

Description: BCHM 120 Introduction to Organic and Biological Chemistry Lab Teaching Assistant (TA) provides guidance and insight to the laboratory student about the theory and practice of a variety of chemical lab techniques. The TA will provide a constant safe environment by example and instruction. The TA will manage any and all hazardous materials generated by the lab. The TA instructs students about the variety of calculations used to complete the labs. The TA will mark/score the lab reports following the evaluation rubric provided. The TA will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between the hours of 2:00 PM to 6:30 PM on Wednesdays.
- b) Have successfully completed CHEM 131/132 General Chemistry I and II
Or be concurrently enrolled in CHEM 131 General Chemistry I.
- c) Have excellent people skills.
- d) Have very good calculation skills.
- e) Know and use appropriate safety techniques for every lab and situation.
- f) Provide an up-to-date resume.

BCHM 120 Introduction to Organic and Biological Chemistry Lab Solutions-Prep Assistant

Position: BCHM 120 Introduction to Organic and Biological Chemistry Lab Solutions Preparation Assistant

Number of Openings for this Position: One

Faculty: Dr. Nowack

Term of Employment: Spring

Description: A BCHM 120 Introduction to Organic and Biological Chemistry Lab Solutions Preparation Assistant (PA) prepares the solutions and materials necessary for the CHEM 110 Introduction to General Chemistry Lab. The Preparation Assistant will prepare the solutions under the guidance of the class instructor. The PA will manage any and all hazardous materials generated by the lab. The PA will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 3-4 hours per week.
- b) Have successfully completed CHEM 131/132 General Chemistry I and II
Or be concurrently enrolled in CHEM 131 General Chemistry I.
- c) Have adequate people skills.
- d) Have very good calculation skills.
- e) Have very good eye-hand coordination.
- f) Know and use appropriate safety techniques for every lab and preparation situation.
- g) Provide an up-to-date resume.

BCHM 421 Biochemistry I Grader

Position: BCHM 421 Biochemistry I Grader

Number of Openings for this Position: One

Faculty: Dr. Nowack

Term of Employment: Fall

Description: A BCHM 421 Biochemistry Grader provides important support to the instructor and the students by accurately and efficiently marking a variety of exercises such as tests, class quizzes, metabolism quizzes and homework. An effective grader will be able to explain the answers and justify the score of marked assignments. The grader must be able to interface with LearningHub gradebook functionality and use it with minimal training. Honesty and integrity are the foundational behavior of a grader. The grader will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 3-6 hours per week.
- b) Grade and score a variety of assignments accurately and in a timely fashion.
- c) Have successfully completed BCHM 421 Biochemistry I.
- d) Have adequate people skills.
- e) Be familiar with LearningHub so that training to use LearningHub is straight forward.
- f) Be honest and a person of integrity in every situation.
- g) Provide an up-to-date resume.

BCHM 430 Biochemistry Lab Teaching Assistant

Position: BCHM 430 Biochemistry Lab Teaching Assistant

Number of Openings for this Position: One

Faculty: Dr. Nowack

Term of Employment: Spring

Description: A BCHM 430 Biochemistry Lab Teaching Assistant (TA) provides guidance and insight to the laboratory student about the theory and practice of a variety of biochemical lab techniques. The TA instructs students about the variety of calculations used to complete the labs. The TA will assist the instructor in grading the lab reports following the evaluation rubric provided. The TA will be responsible for the solution preparation for the lab materials. The TA will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between the hours of 2:00 PM to 6:30 PM on Mondays.
- b) Be available to complete the solution preparation prior to the start of each lab.
- b) Have successfully completed BCHM 430 Biochemistry Lab class.
- c) Have excellent people skills.
- d) Have very good calculation skills.
- e) Provide an up-to-date resume.

CHEM 100 Consumer Chemistry Grader

Position: CHEM 100 Consumer Chemistry Grader

Number of Openings for this Position: One

Faculty: Dr. Merga

Term of Employment: Spring

Work Hours: Flexible

Description: A CHEM 100 Consumer Chemistry grader provides important support to the instructor and the students by accurately and efficiently marking homework assignments and class quizzes. An effective grader will be able to explain the answers and justify the score of marked assignments. The grader must be able to interface with LearningHub gradebook functionality and use it with minimal training. Honesty and integrity are the foundational behavior of a grader. The grader will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 4-6 hours per week if possible during class days.
- b) Grade and score a variety of assignments accurately and in a timely fashion.
- c) Have successfully completed at least CHEM 131 General chemistry I.
- d) Be familiar with LearningHub so that training to use LearningHub is straight forward.
- e) Be honest and a person of integrity in every situation.
- f) Provide an up-to-date resume.

CHEM 100 Consumer Chemistry Lab Teaching Assistant

Position: CHEM 100 Consumer Chemistry Lab Teaching Assistant

Number of Openings for this Position: One

Faculty: Dr. Merga

Term of Employment: Spring

Work Hours: Thursdays from 2:00 p.m. to 5:00 p.m.

Description: CHEM 100 Consumer Chemistry Lab Teaching Assistant (TA) provides guidance and insight to the laboratory student about the theory and practice of a variety of chemical lab techniques. The TA will provide a constant safe environment by example and instruction. The TA will manage any and all hazardous materials generated by the lab. The TA instructs students about the variety of calculations used to complete the labs. The TA will mark/score the lab reports following the evaluation rubric provided. The TA will abide by the student handbook and chemical safety plan guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between the hours of 2:00 PM to 5:00 PM on Thursdays.
- b) Have successfully completed CHEM 131 General Chemistry I.
- c) Have excellent communication skills.
- d) Have very good calculation skills.
- e) Be familiar with LearningHub so that training to use LearningHub is straight forward.
- e) Know and use appropriate safety techniques for every lab and situation.
- f) Provide an up-to-date resume.

CHEM 110 Intro to General Chemistry Lab Solutions-Prep Assistant

Position: CHEM 110 Introduction to General Chemistry Lab Solutions Preparation Assistant

Number of Openings for this Position: One

Faculty: Dr. Nowack

Term of Employment: Fall

Description: A CHEM 110 Introduction to General Chemistry Lab Solutions Preparation Assistant (PA) prepares the solutions and materials necessary for the CHEM 110 Introduction to General Chemistry Lab. The Preparation Assistant will prepare the solutions under the guidance of the class instructor. The PA will manage any and all hazardous materials generated by the lab. The PA will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 3-6 hours per week.
- b) Have successfully completed CHEM 131/132 General Chemistry I and II
Or be concurrently enrolled in CHEM 131 General Chemistry I.
- c) Have adequate people skills.
- d) Have very good calculation skills.
- e) Have very good eye-hand coordination.
- f) Know and use appropriate safety techniques for every lab and preparation situation.
- g) Provide an up-to-date resume.

CHEM 110 Introduction to General Chemistry Grader

Position: CHEM 110 Introduction to General Chemistry Grader

Number of Openings for this Position: Multiple

Faculty: Dr. Merga

Term of Employment: Fall

Work Hours: Flexible

Description: A CHEM 110 Introduction to General Chemistry grader provides important support to the instructor and the students by accurately and efficiently marking homework assignments and class quizzes. An effective grader will be able to explain the answers and justify the score of marked assignments. The grader must be able to interface with LearningHub gradebook functionality and use it with minimal training. Honesty and integrity are the foundational behavior of a grader. The grader will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 4-6 hours per week if possible during class days.
- b) Grade and score a variety of assignments accurately and in a timely fashion.
- c) Have successfully completed at least CHEM 131 General Chemistry I.
- d) Be familiar with LearningHub so that training to use LearningHub is straight forward.
- e) Be honest and a person of integrity in every situation.
- f) Provide an up-to-date resume.

CHEM 110 Introduction to General Chemistry Lab Teaching Assistant

Position: CHEM 110 Introduction to General Chemistry Lab Teaching Assistant

Number of Openings for this Position: Multiple

Faculty: Dr. Nowack

Term of Employment: Fall

Description: CHEM 110 Introduction to General Chemistry Lab Teaching Assistant (TA) provides guidance and insight to the laboratory student about the theory and practice of a variety of chemical lab techniques. The TA will provide a constant safe environment by example and instruction. The TA will manage any and all hazardous materials generated by the lab. The TA instructs students about the variety of calculations used to complete the labs. The TA will mark/score the lab reports following the evaluation rubric provided. The TA will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between the hours of 2:00 PM to 6:30 PM on Wednesdays.
- b) Have successfully completed CHEM 131/132 General Chemistry I and II
Or be concurrently enrolled in CHEM 131 General Chemistry I.
- c) Have excellent people skills.
- d) Have very good calculation skills.
- e) Know and use appropriate safety techniques for every lab and situation.
- f) Provide an up-to-date resume.

CHEM 131 General Chemistry I Grader

Position: CHEM 131 General Chemistry I Grader

Number of Openings for this Position: Multiple

Faculty: Dr. Nowack

Term of Employment: Fall

Work Hours: Flexible

Description: A CHEM 131 General Chemistry Grader provides important support to Dr. Nowack and the students by *accurately, consistently, and efficiently* marking a variety of student work such as tests, quizzes, and homework. An effective grader will follow a key to grade work, understand the work students are trying to show, mark papers correctly and provide brief notations to explain point deductions. The grader must be able to interface with google sheets. Honesty and integrity are the foundational behavior of a grader. The grader must abide by written guidelines provided by the instructor and departmental student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be honest and exemplify discretion and integrity in every situation.
- b) Be available for independent work for 3-6 hours per week.
- c) Have successfully completed and demonstrated strong content/subject knowledge of CHEM 131/132 General Chemistry I and II.
- d) Have excellent communication skills to (and from) instructor (verbal and written).
- e) Be able to fairly evaluate the work of all students in the class and identify and avoid potential conflicts of interest.
- f) Commit to grade and score a variety of assignments accurately, consistently, and in a timely fashion (within 7 calendar days).
- g) Commit to following departmental and university employment procedures.
- h) Provide an up-to-date resume.
- i) Preferably have experience grading papers (preferred but not required).

CHEM 132 General Chemistry II Grader

Position: CHEM 132 General Chemistry II Grader

Number of Openings for this Position: Multiple

Faculty: Dr. Randall

Term of Employment: Spring

Work Hours: Flexible

Description: A CHEM 132 General Chemistry Grader provides important support to Dr. Randall and the students by *accurately, consistently, and efficiently* marking a variety of student work such as tests, quizzes, and homework. An effective grader will follow a key to grade work, understand the work students are trying to show, mark papers correctly and provide brief notations to explain point deductions. The grader must be able to interface with google sheets. Honesty and integrity are the foundational behavior of a grader. The grader must abide by written guidelines provided by the instructor and departmental student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be honest and exemplify discretion and integrity in every situation.
- b) Be available for independent work for 3-6 hours per week.
- c) Have successfully completed and demonstrated strong content/subject knowledge of CHEM 131/132 General Chemistry I and II.
- d) Have excellent communication skills to (and from) instructor (verbal and written).
- e) Be able to fairly evaluate the work of all students in the class and identify and avoid potential conflicts of interest.
- f) Commit to grade and score a variety of assignments accurately, consistently, and in a timely fashion (within 7 calendar days).
- g) Commit to following departmental and university employment procedures.
- h) Provide an up-to-date resume.
- i) Preferably have experience grading papers (preferred but not required).

CHEM 131/132 General Chemistry Grader

Position: CHEM 131/132 General Chemistry Grader

Number of Openings for this Position: Multiple

Faculty: Dr. Hayes

Term of Employment: Fall and/or Spring

Work Hours: Flexible

Description: A CHEM 131/132 General Chemistry Grader provides important support to Dr. Hayes and the students by *accurately, consistently, and efficiently* marking a variety of student work such as tests, quizzes, and homework. An effective grader will follow an answer key (grading rubric) to grade work, understand the work students are trying to show, mark papers correctly and provide brief notations to explain point deductions. The grader must be able to record grades using Google Drive/Sheets and return papers to mailboxes or as indicated by the instructor. Honesty and integrity are the foundational behavior of a grader. The grader must abide by written guidelines provided by the instructor and departmental student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be honest and exemplify discretion and integrity in every situation.
- b) Be available for independent work for 3-6 hours per week.
- c) Have successfully completed and demonstrated strong content/subject knowledge of CHEM 131/132 General Chemistry I and II.
- d) Have excellent communication skills to (and from) instructor (verbal and written).
- e) Be able to fairly evaluate the work of all students in the class and identify and avoid potential conflicts of interest.
- f) Commit to grade and score a variety of assignments accurately, consistently, and in a timely fashion (within 7 calendar days).
- g) Commit to following departmental and university employment procedures.

CHEM 131/132 General Chemistry Lab TA

Position: CHEM 131/132 General Chemistry Lab TA

Number of Openings for this Position: Multiple

Faculty: Dr. Hayes

Term of Employment: Fall and/or Spring

Work Hours: Monday afternoons (2:20 to 5:30 p.m.) or Monday Evenings (6:20 to 9:30 p.m.)

Work Training: Friday afternoons (1:30 to 3:00 p.m.)

Description: A CHEM 131/132 General Chemistry Lab TA provides important support to Dr. Hayes and the students by being a leader for a group of about 30 students. Lab TA's typically work with a partner but this is not a guarantee. Lab TA's provide instructions, equipment explanations, safety monitoring, paper collection/organization, and model proper lab behavior. Ideal candidates are outgoing enough to approach other students to provide assistance, comment on safety infractions, and check understanding. Some grading will take place but most of the labs are graded by additional students that focus on grading. Training includes going through the lab on the Friday afternoon before the Monday lab. Lab TA's are expected to focus on the students in their lab and NOT on their own homework or socializing. The TA must abide by written guidelines provided by the instructor and departmental student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Have successfully completed and demonstrated strong content/subject knowledge of CHEM 131/132 General Chemistry I and II.
- b) Be available for work for 4-5 hours per week at the specified times for lab and training.
- c) Have excellent communication skills to (and from) instructor (verbal and written).
- d) Be able to approach other students to communicate instructions with them.
- e) Be honest and exemplify discretion and integrity in every situation.
- f) Commit to following departmental and university employment procedures.

CHEM 131/132 General Chemistry Reagent Preparation TA

Position: CHEM 131/132 General Chemistry Reagent Preparation TA

Number of Openings for this Position: One

Faculty: Dr. Hayes

Term of Employment: Fall and/or Spring

Work Hours: Flexible hours, about 4 to 6 hours per week

Description: A CHEM 131/132 General Chemistry Reagent Prep TA provides important support to Dr. Hayes and the students by preparing the chemicals and equipment for upcoming labs. Reagent Prep work typically involves following written instructions on preparing large amounts of chemicals, dispensing into bottles, setting up equipment, getting stockroom items ready, disposing of or restocking used reagents, cleaning glassware, cleaning lab areas, and assisting the instructor in lab room setup. Ideal candidates need a firm grasp of $M_1V_1=M_2V_2$ (dilutions) and understanding concentrations (mol/L), and they not afraid to make big batches of chemicals. The Reagent Prep TA needs to uphold safety protocols, clean up after themselves and label everything. The Reagent Prep TA must have been an outstanding general chemistry student. Students will be trained in all aspects of the job, but independence is needed. The TA must abide by written guidelines provided by the instructor and departmental student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Have successfully completed and demonstrated strong content/subject knowledge of CHEM 131/132 General Chemistry I and II.
- b) Be available for work for 4-6 hours per week.
- c) Have excellent communication skills to (and from) instructor (verbal and written).
- d) Be honest and exemplify discretion and integrity in every situation.
- e) Commit to following departmental and university employment procedures.

CHEM 131/132 General Chemistry Stockroom TA

Position: CHEM 131/132 General Chemistry Stockroom TA

Number of Openings for this Position: Multiple

Faculty: Dr. Hayes

Term of Employment: Fall and/or Spring

Work Hours: Monday afternoon from 2:20 to 5:30 p.m. OR Monday evening from 6:20 to 9:30 p.m.

Description: A CHEM 131/132 General Chemistry Stockroom TA provides important support to Dr. Hayes and the students by being available to help hand out special equipment from the stockroom to the students in lab. Stockroom work typically involves checking in/out equipment, disposing of or restocking used reagents, cleaning glassware, cleaning stockroom, organizing, sweeping, taking out trash, and checking on supplies in the lab rooms (towels, wipes, soap, safety reagents, etc.). Ideal candidates are incoming students who are majoring in chemistry or biochemistry looking to get acquainted with the department, working around chemicals, and being proactive about making the department a better, cleaner, and more organized place. The Stockroom TA needs to uphold safety protocols and focus on helping the instructor, department, and General Chemistry students and not working on their homework or hanging out with their friends (in person or on-line). Students will be trained in all aspects but independence is needed. The TA must abide by written guidelines provided by the instructor and departmental student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be enrolled as a Chemistry or Biochemistry major at Andrews University.
- b) Be available for work about 3 hours per week.
- c) Have excellent communication skills to (and from) instructor (verbal and written).
- d) Be honest and exemplify discretion and integrity in every situation.
- e) Commit to following departmental and university employment procedures.

CHEM 200 Quantitative Analysis Lab Teaching Assistant

Position: CHEM 200 Quantitative Analysis Lab Teaching Assistant

Number of Openings for this Position: One

Faculty: Dr. Randall

Term of Employment: Fall

Work Hours: Tuesday 1:30 – 5:30 p.m. and Thursday 1:30 – 4:30 p.m.

Description: A CHEM 200 Quantitative Analysis Lab Teaching Assistant (TA) provides guidance and insight to the laboratory student about the theory and practice of a variety of high-precision, wet chemistry lab techniques and the use of analytical instrumentation. The TA may need to guide students about a variety of calculations & analyses to complete the labs. The TA will abide by the departmental and instructor provided student TA handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- 1) Have successfully completed CHEM200 Quantitative Analysis and have demonstrated:
 - a) Excellent, high-precision lab skills
 - b) The ability to consistently use lab time effectively
 - c) The ability to meet deadlines
- 2) Guide students toward independence in their ability to do high precision lab work
 - a) Model lab safety practices consistent
 - b) Demonstrate (or have promise) excellent “teaching skills”, including the ability to inspire improvement/succeed at a difficult job
 - c) Have excellent calculation skills
 - d) Have knowledge of excel, or develop such knowledge
 - e) Remain organized in a dynamic environment
- 3) Provide an up-to-date resume

CHEM 241 Organic Chemistry I Laboratory Teaching Assistant, Afternoon

Position: CHEM 241 Organic Chemistry I Laboratory Teaching Assistant, Afternoon Section

Number of Openings for this Position: Multiple

Faculty: Dr. Ahlberg

Term of Employment: Fall

Description: A CHEM 241 Organic Chemistry I Laboratory Teaching Assistant (TA) serves an important function in the operation of the lab. The TA performs the role of teacher in the lab, providing direction as students attain proficiency in safely performing basic organic laboratory procedures and processes. The TA enhances the learning experience by interacting with students through questions about the experiment. This contribution can leave a lasting impression about organic chemistry. The TA should be professional and courteous; reward the positive; compliment students when they do things right; gently correct students when they are wrong; encourage students to work together, talk and exchange ideas. The TA will ALWAYS WEAR SAFETY GOGGLES WHEN IN THE LAB OR STOCKROOM. The TA will abide by the Organic Chemistry Laboratory Teaching Assistants Guide for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 13:15 and 17:30 p.m. on Tuesdays.
- b) Have successfully completed CHEM 241/242 General Organic Labs I and II
- c) Have adequate people skills.
- d) Have very good calculation skills.
- e) Have very good eye-hand coordination.
- f) Know and use appropriate safety techniques for every lab and preparation situation.
- g) Provide an up-to-date resume.

CHEM 241 Organic Chemistry I Laboratory Teaching Assistant, Evening

Position: CHEM 241 Organic Chemistry I Laboratory Teaching Assistant, Evening Section

Number of Openings for this Position: Multiple

Faculty: Dr. Ahlberg

Term of Employment: Fall

Description: A CHEM 241 Organic Chemistry I Laboratory Teaching Assistant (TA) serves an important function in the operation of the lab. The TA performs the role of teacher in the lab, providing direction as students attain proficiency in safely performing basic organic laboratory procedures and processes. The TA enhances the learning experience by interacting with students through questions about the experiment. This contribution can leave a lasting impression about organic chemistry. The TA should be professional and courteous; reward the positive; compliment students when they do things right; gently correct students when they are wrong; encourage students to work together, talk and exchange ideas. The TA will ALWAYS WEAR SAFETY GOGGLES WHEN IN THE LAB OR STOCKROOM. The TA will abide by the Organic Chemistry Laboratory Teaching Assistants Guide for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 17:45 and 22:00 p.m. on Tuesdays.
- b) Have successfully completed CHEM 241/242 General Organic Labs I and II
- c) Have adequate people skills.
- d) Have very good calculation skills.
- e) Have very good eye-hand coordination.
- f) Know and use appropriate safety techniques for every lab and preparation situation.
- g) Provide an up-to-date resume.

CHEM 242 Organic Chemistry II Laboratory Teaching Assistant

Position: CHEM 242 Organic Chemistry II Laboratory Teaching Assistant

Number of Openings for this Position: Multiple

Faculty: Dr. Desmond Hartwell Murray, murrayd@andrews.edu, 269-757-1641

Term of Employment: Spring

Work Hours: Tuesday 1:30 – 5:20 p.m. or Tuesday 6:00 – 9:50 p.m.

Description: A Teaching Assistant (TA) for CHEM 242 Organic Chemistry II Research Laboratory has multiple functions and responsibilities that include but are not limited to grading, lab management, assisting students, instrument operation and reagent preparation. Some research experience is preferable. Doing your own school work or non-related activities during work hours is strictly prohibited.

Requirements: The successful applicant will:

- a) Have successfully completed CHEM 241/242 General Organic Labs I and II.
- b) Be proficient in standard organic chemistry lab techniques and instrumentation.
(Dr. Murray will provide opportunities for successful applicants to review and refresh lab techniques and instrument operation.)
- c) Pick up and complete employment packet at department office A225.
- d) After completion and office approval, submit an updated resume to Dr. Murray.
- e) Understand TA guidelines, checklist, lab instructions, course and safety handouts.
(Available from Dr. Murray.)
- f) Set up an interview with Dr. Murray.

Expectations: Approved TAs must meet these expectations as well as those in (e) above.

- 1) Be responsible and professional.
- 2) Show initiative; don't wait to be told what needs to be done; see it and do it.
- 3) Complete tasks as quickly and efficiently as possible (see weekly TA checklist).
- 4) Do not do your school work or other non-related activities during work hours.
- 5) Have your paper time card signed by Dr. Murray before submission to the office.

CHEM 431 Physical Chemistry I Grader

Position: CHEM 431 Physical Chemistry I Grader

Number of Openings for this Position: One

Faculty: Dr. Merga

Term of Employment: Fall

Work Hours: Flexible

Description: A CHEM 431 Physical Chemistry I grader provides important support to the instructor and the students by accurately and efficiently marking homework assignments and class quizzes. An effective grader will be able to explain the answers and justify the score of marked assignments. The grader must be able to interface with LearningHub gradebook functionality and use it with minimal training. Honesty and integrity are the foundational behavior of a grader. The grader will abide by the student handbook guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between 4-6 hours per week if possible during class days.
- b) Grade and score a variety of assignments accurately and in a timely fashion.
- c) Have successfully completed CHEM 431 Physical Chemistry I.
- d) Be familiar with LearningHub so that training to use LearningHub is straight forward.
- e) Be honest and a person of integrity in every situation.
- f) Provide an up-to-date resume.

CHEM 441 Physical Chemistry Lab Prep and/or Teaching Assistant

Position: CHEM 441 Physical Chemistry Lab Prep and/or Teaching Assistant

Number of Openings for this Position: One

Faculty: Dr. Merga

Term of Employment: Fall

Work Hours: Wednesday afternoons (2:00 to 6:30 p.m.) or Wednesday Evenings (6:00 to 10:00 p.m.)

Description: A CHEM 441 Physical Chemistry Lab Teaching Assistant (TA) provides guidance and insight to the laboratory student about the theory and practice of a variety of physical chemistry lab techniques. The TA/Lab Prep person will help in lab preparation a week and a day before scheduled lab days. And the TA will be responsible for the solution preparation for the lab materials. The TA will abide by the student handbook and the departmental Chemical Safety Plan guidelines for professional behavior at work.

Requirements: The successful applicant will:

- a) Be available for work between the hours of 2:00 PM to 6:30 PM and /or 6:00 PM to 10:00 pm on Wednesdays.
- b) Be available to complete the solution and material preparation prior to the start of each lab a week and a day before lab.
- c) Have successfully completed or be currently registered for CHEM 441 physical chemistry Lab class.
- d) Have excellent communication skills.
- e) Provide an up-to-date resume.

Grade 10 Teaching Assistant

Position: Grade 10 Teaching Assistant

Number of Openings for this Position: One

Faculty: Dr. Desmond Hartwell Murray, murrayd@andrews.edu, 269-757-1641

Term of Employment: Fall and/or Spring

Work Hours: Flexible

Description: The primary function of the Grade 10 Teaching Assistant (TA) is grading all tests, homework, lab reports and other required class assignments.

Requirements: The successful applicant will:

- a) Have successfully completed college-level General Chemistry.
- b) Pick up and complete employment packet at department office A225.
- c) After completion and office approval, submit an updated resume to Dr. Murray.
- d) Set up an interview with Dr. Murray.

Expectations: Approved TAs must meet these expectations.

- 1) Be responsible and professional.
- 2) Show initiative; don't wait to be told what needs to be done; see it and do it.
- 3) Complete grading as quickly and efficiently as possible.
- 4) Consistent weekly work schedule of at least 16 hours.
- 5) Have your paper time card signed by Dr. Murray before submission to the office.

Grade 12 Teaching Assistant

Position: Grade 12 Teaching Assistant

Number of Openings for this Position: Multiple

Faculty: Dr. Desmond Hartwell Murray, murrayd@andrews.edu, 269-757-1641

Term of Employment: Fall and/or Spring

Work Hours: Monday, Wednesday, Friday from 12:25 p.m. to 2:15 p.m.

Description: A Teaching Assistant (TA) for Grade 12 Interdisciplinary Chemistry-Biology Research has multiple functions and responsibilities that include but are not limited to grading, lab management, assisting students, instrument operation and reagent preparation. Some research experience is preferable. Doing your own school work or non-related activities during work hours is strictly prohibited.

Requirements: The successful applicant will:

- a) Have successfully completed CHEM 241/242 General Organic Labs I and II.
- b) Be proficient in standard organic chemistry lab techniques and instrumentation.
(Dr. Murray will provide opportunities for successful applicants to review and refresh lab techniques and instrument operation.)
- c) Pick up and complete employment packet at department office A225.
- d) After completion and office approval, submit an updated resume to Dr. Murray.
- e) Read and understand TA guidelines, checklist, lab instructions and course handouts.
(Available from Dr. Murray.)
- f) Set up an interview with Dr. Murray.

Expectations: Approved TAs must meet these expectations as well as those in (e) above.

- 1) Be responsible and professional.
- 2) Show initiative; don't wait to be told what needs to be done; see it and do it.
- 3) Complete tasks as quickly and efficiently as possible (see weekly TA checklist).
- 4) Do not do your school work or other non-related activities during work hours.
- 5) Have your paper time card signed by Dr. Murray before submission to the office.

Laboratory Assistant

Position: Laboratory Assistant

Number of Openings for this Position: Multiple

Faculty: Dr. Desmond Hartwell Murray, murrayd@andrews.edu, 269-757-1641

Term of Employment: Fall and/or Spring

Work Hours: Flexible

Description: The Lab Assistant (LA) position is not associated with a specific course, but has multiple functions and responsibilities that are needed for all labs and research projects under Dr. Murray's guidance. It includes but is not limited to lab management, reagent preparation and instrument operation. Doing homework or non-related activities during work hours is prohibited.

Requirements: The successful applicant will:

- a) Be an Andrews University student.
- b) Pick up and complete employment packet at department office A225.
- c) After completion and office approval, submit an updated resume to Dr. Murray.
- d) Set up an interview with Dr. Murray.

Expectations: Approved LAs must meet these expectations.

- 1) Be responsible and professional.
- 2) Show initiative; don't wait to be told what needs to be done; see it and do it.
- 3) Complete tasks as quickly and efficiently as possible (see weekly LA checklist).
- 4) Consistently work at least 16 hours per week.
- 5) Have your paper time card signed by Dr. Murray before submission to the office.

Aide to the Department Administrative Assistant

Position: Aid to the Department Administrative Assistant

Number of Openings for this Position: Multiple

Faculty: Mrs. Johnston

Term of Employment: Fall and Spring

Work Hours: Flexible

Description: The aide to the department administrative assistant will perform a wide range of tasks. These will include office work: typing, designing, printing, filing, copying, shredding, etc. Other tasks will be lab or stockroom based: re-shelving chemicals, washing glassware, cleaning balances, making solutions, organizing the decks and hoods, etc. Some tasks will be around campus: picking up and posting signs, mailing packages, making cash deposits, setting up and taking down bulletin boards. Some tasks will be associated with events: decorating, preparing food, clearing up after parties, etc. One of the most important tasks is to assist Mrs. Johnston with maintaining an accurate inventory of chemicals, creating barcodes for new bottles, creating an electronic SDS for each new purchase, and taking part in a yearly every-bottle inventory in every lab and stockroom.

Requirements: The successful applicant will:

- a) Have a strong work ethic, efficient, dependable and honest.
- b) Be creative, quick to see what needs to be done.
- c) Be adaptable, flexible.
- d) Be able to use Microsoft Excel, Word, PowerPoint and Publisher.
- e) Know and use appropriate safety techniques for every lab and situation.
- f) Maintain confidentiality.