

## 2024/25 UNDERGRADUATE CHEMISTRY TEACHING ASSISTANT

### JOB DESCRIPTION:

Each week the applicant will perform the following duties (~8 hr/week total):

- Supervising a teaching lab (~ 3 hours)
- Grading lab reports (~ 1 hours)
- Lab Prep/TA mentor meeting (~1 hour)
- Office hours in the Chemistry Resource Center (1 hour)
- Proctor and grade exams 5 times a semester on Thursday nights from 4:30 pm until exams are done being graded. Exam dates:
  - o Fall 2024: September 19<sup>th</sup>, October 10<sup>th</sup>, November 7<sup>th</sup>, December 5<sup>th</sup>
  - o UGTAs MUST be available to proctor exams on the above dates

**Appointments:** Based upon the Chemistry Department's best guess as to assistantship needs and upon successful completion of training, new TA's may receive a teaching assignment, usually a Chem 109 lab for the Fall semester.

**Training:** Qualified applicants must be available for a **mandatory** course of teaching assistant training which will be conducted daily the week before the Fall semester starts (tentative dates: August 19<sup>th</sup>-23<sup>rd</sup>). Students who successfully complete training and are hired to teach will be entitled to enroll for one credit hour of Chemistry 396 for teaching.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. See <https://www.unl.edu/equity/notice-nondiscrimination>.

### MINIMUM REQUIRED QUALIFICATIONS

- Current UNL student
- Complete application
- Record of strong academic performance
- Must have completed one semester of General Chemistry lab or equivalent
- Availability in your schedule to teach a laboratory section (see schedule on the next page)
- Availability to grade exams on Thursday evenings from 4:30 pm until grading is completed

### PREFERRED QUALIFICATIONS

- Receive a letter grade of B or higher in all chemistry classes taken

### BENEFITS OF THE POSITION

- o Network with faculty and staff in the Department of Chemistry
- o Work on a team with a common goal
- o Get a behind-the-scenes look at how a good team works
- o Have a voice in how undergraduate laboratories serve students
- o Build leadership skills
- o Learn chemistry at a deeper level
- o Build connections with peers
- o Become a better student
- o Excellent review for professional exams

## HOW TO APPLY:

1. Complete the online application form on the resource center webpage (link: <https://chem.unl.edu/ta-application-form>)
  - a. Form includes 2 professional reference contacts, 1 UNL faculty member required.
2. Submit the following documents to the lab manager (McKayla Miller, [mmiller218@unl.edu](mailto:mmiller218@unl.edu)). Email subject line should read "First Name Last Name – TA Application)
  - a. A one-page description of your teaching philosophy
  - b. A current Curriculum Vitae (CV) that includes information on education, qualifications, teaching experience, and work experience. When available, evidence of teaching experience should include the title, level (undergraduate or graduate) and delivery method (in-class, online or blended) for all courses taught, along with a summary of the relevant teaching evaluations
  - c. A color copy (a clear scan or photo) of student NUID card

**Completed applications are due Friday March 22<sup>nd</sup>, 2024 by 12 pm. Only complete applications will be considered for the position.**

For specific questions about the application process, please email McKayla Miller ([mmiller218@unl.edu](mailto:mmiller218@unl.edu))

### Lab Schedule

#### Monday

12:30 p.m. – 3:20 p.m.  
1:30 p.m. – 4:20 p.m.  
4:00 p.m. – 6:50 p.m.  
4:30 p.m. – 7:20 p.m.

#### Tuesday

8:30 a.m. – 11:20 a.m.  
9:30 a.m. – 12:20 a.m.  
12:30 p.m. – 3:20 p.m.  
1:30 p.m. – 4:20 p.m.  
4:00 p.m. – 6:00 p.m.

#### Wednesday

8:30 a.m. – 11:20 a.m.  
9:30 a.m. – 12:20 a.m.  
12:30 p.m. – 3:20 p.m.  
1:30 p.m. – 4:20 p.m.  
4:00 p.m. – 6:50 p.m.  
4:30 p.m. – 7:20 p.m.

#### Thursday

8:30 a.m. – 11:20 a.m.  
9:30 a.m. – 12:20 a.m.  
12:30 p.m. – 3:20 p.m.

#### Friday

8:30 a.m. – 11:20 a.m.

12:30 p.m. – 3:20 p.m.

1:30 p.m. – 4:20 p.m.

## UNDERGRADUATE TA APPLICATION

Name: \_\_\_\_\_

Email: \_\_\_\_\_ NU ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

### TWO REFERENCES FROM UNL STAFF OR FACULTY:

Name	Email
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Name	Email
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Overall GPA: \_\_\_\_\_

Chemistry GPA: \_\_\_\_\_

### CHEMISTRY COURSES TAKEN IN COLLEGE

Course	Instructor's Name	Grade	Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### OTHER SCIENCE COURSES TAKEN IN COLLEGE

Course	Instructor's Name	Grade	Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I give the Department of Chemistry permission to examine my academic record for the purpose of evaluating my application.

_____	_____
Date	Signature

Attach a one-page description of your teaching philosophy.

Attach a current Curriculum Vita.