

Lyman Briggs College
UGLA Job Description – *Honors Biology Lab & Lecture*

Laboratory Weekly time commitment (10 hours):

- Attend and assist in lab lectures and lab section 3 hours
- Supervise open lab or lab prep 3 hours
- Meetings 2 hours
- Assist with Grading 2 hours

Lecture Weekly time commitment (10 hours):

- Attend lecture course 3 hours
- Assist with Grading 3 hours
- Office hours 3 hours
- Meeting 1 hour

Primary Laboratory duties:

- Assist lab instructor during lab lectures
- Assist lab instructor during field and indoor laboratories
- Assist lab instructor in grading assignments, quizzes, and exams
- Drive vans during field labs and weekend field trips (158H)
- Assist with the class poster session (includes setup and cleanup)
- Supervise students on lab procedure and safety
- Maintain a clean, orderly, secure, and safe lab room
- Help the prep personnel with solutions and cleaning lab ware as needed

Primary Lecture duties:

- Assist lecturer with handouts & multimedia setup as needed
- Assist lecturer in grading assignments, quizzes, and exams for the lecture
- Hold weekly office hours to help students learn course concepts and review test material

Selection:

Undergraduate learning assistants are selected on the basis of the following criteria:

- Recommendations from faculty or staff
- Evidence of maturity, responsibility, cooperation, and desire to teach
- Prior coursework in biology and chemistry
- Availability to cover scheduled labs and lectures
- Availability & ability to drive a vehicle during field trips & field labs (158H)
- Enrollment in Honors College is preferred
- Previous coursework in Honors Biology is preferred
- Enrollment in Lyman Briggs is **not** required
- Teaching both Fall and Spring courses is **not** required

