Assistantship Type: Teaching Assistant

Department: Biology

Pay Rate: Up to $1,903.31 per month

Tuition Award: 9 Credit Hours

Benefit Eligibility: Graduate students who hold an assistantship appointment of 0.25 FTE or greater for at least half of a semester (8 weeks) are eligible for 100% coverage of the health insurance premium by the University under the graduate student health care plan on a semester-by-semester basis.

Anticipated Term: Spring 2024

Appointment Percent: 50%

Application Deadline: December 11th, 2023

Position Summary: The Department of Biology seeks teaching assistants for our various undergraduate lab-based courses. The available lab sections include: BIOL 1140L (Biology for Health Sciences Lab), BIOL 2103L (Discovering Biology Lab), BIOL 2210L (Anatomy & Physiology 1 Lab), BIOL 2225L (Anatomy & Physiology 2 Lab), BIOL 301C (Molecular Cell Biology Lab), BIOL 302C (Genes to Genomes Lab), BIOL 300C (Evolution Lab), and BIOL 304C (Organismal Physiology Lab).

The anticipated work schedule is no more than 20 hours a week (50% FTE) with duties and responsibilities listed below. This position requires on-campus work and the times and dates of assigned lab sections will be communicated prior to the start of the semester. You will meet with a supervisor to schedule the days and times of the lab, lecture, and prep meetings.

The position requires knowledge in the field of biology as well as some experience in instruction and navigation of Canvas.

DUTIES AND RESPONSIBILITIES:
• Preparation of class materials and exams
• Grading exams, quizzes, and assignments
• Conduct weekly office hours and tutoring
• Attend lectures and weekly prep meetings with supervisor

Qualifications:
• Prior experience in the field of biology
• Completed undergraduate degree in a science related field
- Proficient in Microsoft Office- Word, Excel, and PowerPoint
- Proficient oral, written, electronic, and interpersonal communication skills

To be employed as a graduate assistant; the selected candidate must meet the following criteria:

- Formally admitted to a graduate program at the University of New Mexico.
- A graduate student in good standing as determined in the sole discretion of UNM administration.
- For Fall and Spring semester, maintain enrollment at the University of New Mexico for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.
- A 3.0 grade point average in graduate coursework each semester.
- Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.

**Application Instructions:** To be considered for this opportunity, please complete the following online application: [https://forms.office.com/r/e5xV3n2j79](https://forms.office.com/r/e5xV3n2j79)

Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).