

Department of Chemistry Student Assistant Job Description

COURSE MARKER

All 1210 course marker TAs must attend paid TA training on the first Friday of the term regardless of previous experience. An email will be sent a few days in advance to assign a time and room. In addition, some paid online training may be required.

Duties:

Collect student work according to the schedule and arrangement for pickup agreed-upon with instructor; Grade assignments, quizzes and/or exams according to the marking scheme;

Record grades as per instruction;

Return class lists with grades according to the schedule and arrangement for delivery agreed-upon with instructor (i.e, locked mailbox on first floor);

Return graded work in a timely manner as per instruction;

Provide feedback to