

Employment in the Chemistry Department

The Chemistry Department invites applications from its majors and minors for employment as teaching and laboratory prep assistants. Students who have performed these services for the department in the past have found that these jobs not only provide financial benefits, but also provide useful training in the practical applications of chemistry and ideal preparation for MCATs.

Undergraduate Teaching Assistants (UTA)

Laboratory TAs:

UTAs typically are assigned to teach limited sections of Chemistry 101L, 210L, 201L, or 202L lab. Each section of lab has approximately 14 students in a 3-hour lab period. Laboratory TAs will NOT have responsibility for teaching discussion sections. In addition, UTAs are expected to attend TA meetings and complete all lab-related grading. Laboratory TAs are required to complete a training program immediately preceding the start of lab classes at the beginning of each semester. Further details will be provided to those who apply.

Discussion TAs:

UTAs will be assigned to teach limited 50-minute discussion sections, attend a weekly TA meeting and complete any discussion-related grading. Specific course instructors will contact discussion TAs prior to the semester regarding training.

All UTAs should expect to spend about 6-10 hours per week working. The pay rate will be \$12.00/hour.

Note: Freshmen and sophomores who have not completed one entire year of organic chemistry are NOT eligible to serve as UTAs but are eligible to serve as UPRA's.

Undergraduate Prep Room Assistants (UPRA)

UPRA's are involved in the preparation of solutions, supplies, equipment, etc. for use in the general and organic lab courses. Usually sophomores or juniors serve as UPRA's, but seniors may do so if they wish. We are always in need of good UPRA help and we will try to arrange times to fit your schedule.

The pay rate will be \$12.00/hour.

If you would like to apply for any of the above positions in the Chemistry Department, complete the form below and return it to Janet Rosenthal (1217 FFSC – please slide application under door if Ms. Rosenthal is not present) or send electronically to janet.rosenthal@duke.edu as soon as possible since positions will be filled on a rolling basis.

Application Form for Employment in the Chemistry Department

Term (circle): FALL SPRING Year: _____

Name: _____

Expected Graduation Date: _____ Email: _____@duke.edu

Durham Mailing Address: _____

Durham Phone #: _____ Choose one: Chem Major Chem Minor Neither

1. If you would like to be considered for an Undergraduate Teaching Assistant (UTA) or an Undergraduate Prep Room Assistant (UPRA) position indicate your 1st, 2nd, and 3rd choice, etc., for all positions you would consider.

- a. Core Concepts in Chemistry 101 ___ Lab ___ Discussion
- b. Modern Applications Chemistry 210 ___ Lab ___ Discussion
- c. Organic Chemistry 201 ___ Lab ___ Discussion
- d. Organic Chemistry 202 ___ Lab
- e. Undergraduate Prep Room Assistant ___

2. If applying for a *Laboratory* UTA position, indicate which sections you would be available to teach (circle all that apply and indicate your first, second choice if applicable).

Morning Lab (101, 202) (8:30 am – 11:30 am) Tu ___

Afternoon Lab in General (101, 210) or Organic Chemistry (201, 202):
(1:25 – 4:25 pm) M___ Tu ___ W___ Th ___ F___

3. If applying to be a *Discussion* UTA or UPRA, indicate times between 8:30 am-5 pm M-F that you will be available.

4. Have you been previously employed by the Chemistry Department? ___Yes ___No

If so, check each that applies:

___ UTA (undergraduate teaching assistant) What course and when? _____
___ UPRA (undergraduate prep room assistant) When? _____

5. How much time can you spend working for the Chemistry Department?

Maximum ___hrs/wk Minimum ___hrs/wk Optimal ___hrs/wk

6. List the courses you have taken in the Chemistry Department, and your grade in each.