



## Job Description: Teaching Assistant for KIN 110

### Instructor: Dr. J. Timothy Inglis

This TA Job Description is provided for reference purposes only. It will be subject to changes as required. For more specific details and information, students are advised to contact the instructor directly, if they are offered the position. Current course scheduling is posted [online](#).

**Course description:** Gross human anatomy is the science of the structure of the human body and its parts that can be observed with the naked eye. In this course, we will examine the structure of the neural, muscular, and skeletal systems of the human body. Focus will be on musculoskeletal anatomy for functional movement.

**Requirements:** This is an indepth course with three one hour lectures a week, and a weekly 2-hour laboratory. Attendance at all laboratory sessions is mandatory. During laboratory sessions, the Teaching Assistant will aid groups of students working with models to identify anatomical landmarks and complete assignments. The teaching assistant should have a strong foundational knowledge of musculoskeletal human anatomy for this section of the course, and be able to independently assist groups of students. There is time allotted for the Teaching Assistant to review materials and background information related to human anatomy prior to in-class sessions, but a very strong background in human functional anatomy is an asset.

The Teaching Assistant will also be responsible for marking the anatomy exams, both written and laboratory. Each exam will have a thorough answer key. The Teaching Assistant should also be available to assist with the set-up for anatomy bell-ringer exams the day prior to the exam itself. Part of the Teaching Assistant's duties is also to review exams or quizzes with students who request an appointment to do so. The final requirements are to answer e-mails from students and offer weekly office hours.

**Preferences (Optional):** A very strong background in human anatomy, including functional anatomy, is an asset.

#### Division of Time by Duty:

The following is an approximation of how the Teaching Assistant will divide their time for the course, but is subject to changes based on the needs of the course. ***The total maximum working hours per term is 184***

Duties	Number of hours per week and/or term
Background preparation/reading	4 hr/wk 48 hr/term
Written Midterm exams moderation	1 hr X 2 (2 hr/per term)
Written Final exam invigilation	2 hr/term

Bell-ringer exam preparation	2 hr/exam 4 hr/term
Marking lab and written exams	8 hr/exam 32 hr/term
Student exam/quiz viewing	4 hr/wk 24 hr/term
Student communications (e-mail responses)	2 hr/wk 12 hr/term
Office hours	4 hr/wk 24 hr/term
Miscellaneous	36 hr/term

*Salary for each appointment will be in accordance with current CUPE 2278 rates.*

*[http://www.cupe2278.ca/forms\\_and\\_docs/pay\\_rates.html](http://www.cupe2278.ca/forms_and_docs/pay_rates.html).*

*Courses and TA requirements may be changed or cancelled due to budget or student enrolments. All applicants must assure they will be available when the course is offered. Please review the [course timetable](#) on the UBC website.*

TA Applications are due by May 15.

Interested Graduate students will be provided a link to the applications by May 1.

For more information, please see [Teaching Assistantships](#)

*UBC hires on the basis of merit and is committed to employment equity. We encourage qualified applicants to apply.*