SGUnited Teaching Apprentice Job Description

Job Title: Full-time Teaching Assistant

Job Description: This position is within the Department of Biological Sciences at the National University of Singapore. The staff member will be a teaching assistant for the modules, LSM3256 Tropical Horticulture and LSM3258 Comparative Botany. The staff member will help run laboratory practical sessions, field trip practical sessions, mentor for mini-project continuous assessment exercises and evaluate the reports and invigilate tests. This staff member will also be responsible for the safety of the class during the field trip practical session.

The trainees will gain exposure to the following functional areas:

- Teaching at the undergraduate level
- Helping students understand material in botany and horticulture, study design and statistical analysis
- Administration, planning and organizational skills
- Assessing students’ work rigorously and fairly

Specific Responsibilities:

1. The TA will provide general support to the instructing team, where needed.
2. Run tutorials, where needed
3. Assist in demonstrating in laboratory practical sessions basic plant morphology and physiology and horticultural techniques
4. Assist in mentoring continuous assessment assignments such as mini-research projects and evaluating the reports (CAs)

Competencies trainee will learn during SGUnited Traineeship Programme:

1. Planning of undergraduate module laboratory practical sessions, tutorials and continuous assessment assignments
2. Develop competencies in engaging and communicating with students and stakeholders professionally
3. Gain experience with administration, basic plant morphology and physiology and horticultural techniques
4. Acquire and enhance laboratory and workplace safety knowledge

Qualifications:

1. A Bachelor (Honors) Degree in Botany, Horticulture, Life Sciences or Environmental Studies or in a relevant field;
2. Effective oral and written communication skills
3. Proficient in Microsoft Word, Microsoft Excel, Zoom, Microsoft Teams, R statistical software
4. Passionate about teaching with strong interest to pursue a teaching career will be an advantage
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<thead>
<tr>
<th>S/N</th>
<th>Technical Skills and Competencies</th>
<th>Outcomes</th>
<th>Training Duration (Weeks / Months)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Planning CA Assignments with the module coordinator</td>
<td>CA Assignment research proposal, experience with mentorship and evaluation of reports for this assignment</td>
<td>13 (part time) for each semester (1 and 2)</td>
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<td>2</td>
<td>Running tutorials</td>
<td>Teaching and engaging students for the tutorials</td>
<td>13 (part time) for each semester (1 and 2)</td>
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<td>3</td>
<td>Evaluating presentations</td>
<td>Rubric for scoring students’ performances</td>
<td>6 (part time) for each semester (1 and 2)</td>
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<td>4</td>
<td>Composing risk assessment</td>
<td>Risk assessment and safety plan for field trip practical session</td>
<td>2 (part time) for each semester (1 and 2)</td>
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**NUS Internal**

**Name of Candidate(s) (if any)**

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