



Human Biology UNIVERSITY OF TORONTO

USW 1998 Casual Job Opportunity: Human Biology Program, Faculty of Arts and Science Term Casual Appointment from August 23, 2021 till December 20, 2021 (to be confirmed)

The Human Biology Program (HMB) is currently accepting applications for a Teaching Laboratory Assistant to provide support to HMB teaching laboratories and undergraduate programs.

Duties include:

- Preparing, assembling, and setting up materials, supplies and equipment for the laboratory exercises used in HMB teaching labs.
- Conducting trial runs and testing experimental techniques and methods, conducting trial runs of new exercises, modifying existing ones and testing new media and products;
- Collecting experimental data, verifying results by repeating experiments and preparing reports on findings;
- Ensuring solutions, media, equipment etc. are available to students in sufficient quantities and meets set standards;
- Preparing standard solutions, media, DNA/RNA/tissue extracts, mammalian cell culture and other related standard experiments;
- Assisting with malfunctioning equipment and maintaining departmental microscopes and equipment used in the HMB teaching labs;
- Maintaining and performing function checks on computers and data acquisition instrumentation used in lab exercises ensuring all equipment and software is operational;
- Explaining to students the use of equipment and experimental techniques and methods during the laboratory period;
- Cleaning up supplies and equipment following laboratory exercises, ensuring chemicals, broken glass and other refuse is disposed of in a safe and approved manner;
- Maintaining order, security and hygiene in the teaching labs and preparatory areas;
- Working knowledge of Biosafety Level 2 environment
- Maintaining inventory of equipment, including upkeep and recovery of materials loaned out from the teaching area;
- Assisting faculty with teaching technology, including assisting with video or video transcript creation, including closed captioning of online teaching materials as required;
- Assisting the HMB undergraduate office with administrative tasks related to Quercus as required;
- Performing other duties as required.

Minimum Qualifications:

Education: Bachelor degree in biological sciences, graduate degree preferred

Experience: Two years experience working in an undergraduate teaching laboratory or research laboratory. Experience assisting with laboratory exercises and/or courses, and preparing each laboratory classroom with equipment, supplies, experimental preparation and/or the use of new methods. Experience with ensuring that all laboratory preparatory, classrooms and equipment are maintained in a clean state. Experience with providing detailed explanations and demonstrations of experiments, media, solutions and reagents, procedures and techniques to ensure the safe use of lab equipment. Experience assisting with the preparation and testing of all reagents (biological and chemical) required for experiments. Experience working with and performing basic maintenance on microscopes. Experience working with Quercus and video editing software would be an asset.

Skills:

Demonstrated knowledge and skills working with standard teaching laboratory equipment, including: microscopes, biosafety cabinet, incubators, shakers, centrifuges, gel electrophoresis equipment, spectrophotometer, PCR machine, nanodrop, balances, pipettes, pH meter, physiology testing apparatus (e.g. Biopac acquisition systems, stethoscopes, blood pressuring monitoring apparatus). Demonstrated knowledge and certification of Biohazard, WHIMIS and First Aid requirements.

Job Posting Date: July 20, 2021

Job Closing Date: August 3, 2021

Hours of Work: Generally 8-4 or 9-5 with some occasional early evening or weekend work possible.

Hourly Rate: \$31.57 per hour, including 4% vacation pay

Hiring Department: Human Biology Program, 300 Huron street, Off.105, Toronto, ON

Working Location: Ramsay Wright Building, 25 Harbord St., Room 229&224, Toronto

To apply for this position: Please send the Cover Letter and Resume in one pdf file and clearly highlight your experience and qualifications related to this position to:

Tatyana Serbina, Business Officer, Human Biology Program

tetyana.serbina@utoronto.ca

Only applicants selected for an interview will be contacted.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.