

# Chemistry Department Job Application

**YOU DO NOT NEED TO BE A CHEMISTRY MAJOR TO APPLY!!! MOST TAs and LEADERS ARE NOT.**

## Compensation (per semester):

- General Chemistry Lab Teaching Assistant - One lab section (\$500)
- Peer Workshop Leader - One workshop section (\$350) 2 workshop sections (\$530)
- Stockroom Assistant - One 3hr shift per week (\$350)

### New Applicants:

Please submit a printed copy.

- ✓ Distribute the reference forms to your chosen references (these will be returned directly to us by them).
- ✓ Print a copy of your unofficial transcript.
- ✓ Submit your completed application with the transcript attached to the wooden box outside of JHS 303.

### Returning Applicants:

You only need to submit Page 1 of the application.

### Email contacts:

- Jennifer Schmeisser, General Chemistry Lab and Peer Workshop ([jschmeiss@stlawu.edu](mailto:jschmeiss@stlawu.edu))
- Stacy Vassar, Organic Chemistry ([svassar@stlawu.edu](mailto:svassar@stlawu.edu))
- Suna Stone, Chemistry Stockroom ([smcmasters@stlawu.edu](mailto:smcmasters@stlawu.edu))

## DEPARTMENT OF CHEMISTRY COMMON JOB APPLICATION

- ✓ General chemistry and organic lab teaching assistantship
- ✓ General chemistry peer workshop leader
- ✓ Department of Chemistry stockroom assistant

\*\*\* Please wait to submit your application until you are sure of your availability. Review of applications will begin *after* registration and continue until all positions are filled.\*\*\*

APPLICANT INFORMATION			
Last Name		First Name	
Academic Major (Potential)		Email	
Academic Minor (if any)		Phone	
EDUCATION			
Did you take General Chemistry I/II at SLU?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Final Grade Chem 103	____/____
Did you take Organic Chemistry I/II at SLU?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Final Grade Chem 222	_____ <i>(min. 3.0 required)</i>
Do you have experience as a Chemistry Tutor?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Course(s):	Semester(s): _____ _____
In which semester did you take your last chemistry class?	Course: _____ Semester: _____	Final Grade	_____
PREFERENCES			
Indicate below which position(s) you prefer to be considered for: Indicate 1 <sup>st</sup> choice, 2 <sup>nd</sup> choice etc.			
<i>General Chemistry – Teaching Assistant</i>		CHEM103L _____	CHEM104L _____
<i>General Chemistry – Peer Workshop Leader</i>		CHEM103P _____	CHEM104P _____
<i>Organic Chemistry – Teaching Assistant</i>		CHEM221L _____	CHEM222L _____
<i>Chemistry Department Stockroom Assistant</i>		STOCKROOM _____	
NOTE: In general, positions often go to students with the most flexibility. Labs on Tues/Thurs afternoons and peer workshops on Wed/Thurs at 2:30 are usually hard to find workers for, so availability at those times may significantly improve your chances of being hired.			
<i>Indicate by number (1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc.) the afternoons/evenings you are available to work.</i>			
Afternoon Availability	Mon. _____ Tues. _____ Weds. _____ Thur. _____ Fri. _____		
Evening Availability	Mon. _____ Tues. _____ Weds. _____ Thur. _____		
APPLICANT SIGNATURE			
Signature	Date		

1. Briefly describe why you are interested in a teaching or stockroom position.

2. Why do you consider yourself a good candidate for a teaching assistantship or position in the stockroom? See the list at the end of this document that outlines the expectations of each position for ideas on what to address in this section.

Two References***  <i>Provide each reference with a copy of the Reference Checklist.</i>	Professor's Name (print) _____ Professor's Name _____ Date _____
	Professor's Name (print) _____ Professor's Name _____ Date _____



# CONFIDENTIAL REFERENCE CHECKLIST #1

## TO BE COMPLETED BY THE APPLICANT:

Student Name	
Name of Reference	
Relationship to student	

If reference was a past course instructor, complete the following:

Course No.: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Final Course Grade: \_\_\_\_\_

I am applying for a GENERAL CHEMISTRY Teaching Assistantship: \_\_\_\_\_

I am applying for an ORGANIC CHEMISTRY Teaching Assistantship: \_\_\_\_\_

I am applying to be a General Chemistry PEER GROUP LEADER: \_\_\_\_\_

I am applying to be a General Chemistry STOCKROOM ASSISTANT: \_\_\_\_\_

I am a RETURNING Applicant or NEW applicant. (Circle one)

## TO BE COMPLETED BY THE REFERENCE:

Please submit all of your references together, directly to the appropriate supervisor or in the wooden box outside of JHS 303. In addition to the checklist, please rank all **new workers** relative to each other in your opinion of their ability to carry out the duties of a TA or stockroom assistant in the chemistry department.

Please rank the students according to the criteria below as compared to their peer group. If you feel you cannot evaluate any of the criteria check the last column.

	Above average	Average	Below average	Cannot evaluate
Intellectual ability				
Intellectual curiosity				
Approachability				
Ability to collaborate and engage with other students				
Responsibility				
Maturity				

Do you have any hesitation(s) in recommending this student for a Teaching Assistantship or stockroom assistant?

Are there any compelling reasons that you think makes this student a particularly good TA or assistant?



## CONFIDENTIAL REFERENCE CHECKLIST #2

### TO BE COMPLETED BY THE APPLICANT:

Student Name	
Name of Reference	
Relationship to student	

If reference was a past course instructor, complete the following:

Course No.: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Final Course Grade: \_\_\_\_\_

I am applying for a GENERAL CHEMISTRY Teaching Assistantship: \_\_\_\_\_

I am applying for an ORGANIC CHEMISTRY Teaching Assistantship: \_\_\_\_\_

I am applying to be a General Chemistry PEER GROUP LEADER: \_\_\_\_\_

I am applying to be a General Chemistry STOCKROOM ASSISTANT: \_\_\_\_\_

I am a RETURNING Applicant or NEW applicant. (Circle one)

### TO BE COMPLETED BY THE REFERENCE:

Please submit all of your references together, directly to the appropriate supervisor or in the wooden box outside of JHS 303. In addition to the checklist, please rank all **new workers** relative to each other in your opinion of their ability to carry out the duties of a TA or stockroom assistant in the chemistry department.

Please rank the students according to the criteria below as compared to their peer group. If you feel you cannot evaluate any of the criteria check the last column.

	Above average	Average	Below average	Cannot evaluate
Intellectual ability				
Intellectual curiosity				
Approachability				
Ability to collaborate and engage with other students				
Responsibility				
Maturity				

Do you have any hesitation(s) in recommending this student for a Teaching Assistantship or stockroom assistant?

Are there any compelling reasons that you think makes this student a particularly good TA or assistant?



# CHEMISTRY DEPARTMENT POSITION DETAILS

**You do not need to be a chemistry major to apply. The majority of our workers are not chemistry majors.**

## GENERAL CHEMISTRY PEERLEADER

*You must be available Monday night from 7:00 – 8:30pm for peerleader training.  
Peer Workshops run W, Thurs. afternoons/evenings*

- A minimum grade of 3.0 in CHEM103 is required, with a grade of 3.5 or higher preferred.
- Hours include the time spent reviewing and practicing the material in weekly peer leader training (1-1.25 hours), plus the time spent working with your assigned peer group (1.5 hours per section).
- You will not spend workshop time going over SmartWork HW questions.
- You are required to have the recommendation of your general chemistry lecture professor AND one other recommendation from someone who can vouch for your ability to work independently.
- You must be able to work in a group setting with a co-leader and a small group of students.

## GENERAL CHEMISTRY LAB TA'S

*Friday afternoon grading sessions are required (~1 - 3 pm)  
Labs typically run M, T 1-4, 5-8, 7-10 & W, Thurs 1-4pm*

- A minimum grade of 3.25 in CHEM103 is required.
- You are paid for a combination of 3 hours in lab, Friday afternoon grading sessions/meetings, and preparation for lab teaching.
- You are required to have the recommendation of your general chemistry lecture professor AND one other recommendation.
- Your job is to circulate the room and help students as needed.
- You must be reliable, organized, and timely.
- It is essential that you have a positive attitude and be genuinely interested in helping students during lab.

## ORGANIC LAB TA'S

*Labs typically run M – W 1-4 and 5-8*

- A minimum grade of 3.0 in both CHEM221/222 is required, with a grade of 3.5 or higher preferred.
- You are paid a maximum of 4 hours per week as follows:
- If you assist students as required for the position each week, you will be paid 3 hours for the lab period and 1 hour for outside of lab for grading.
- If you decide to complete your grading during the lab period, you will only be paid for the 3 hours you are in lab each week.
- If you use lab time to complete your own work, you will NOT be paid.
- You are required to have the recommendation of your organic lecture professor AND one other recommendation from someone who can vouch for your ability to perform in a lab setting. This recommendation cannot be from the hiring instructor.
- You must have a high level of maturity and good organizational skills.

## CHEMISTRY STOCKROOM ASSISTANT

*Stockroom assistants are needed for Mon – Fri afternoons in 3-hour shifts typically starting at 1pm. Availability outside of this time can often be accommodated.*

- Requirements:
  - Successful completion of High School Chemistry class with lab
  - Ability to follow instructions
  - Ability to differentiate chemical names
  - Respect for the high level of trust and security required to operate a chemical stockroom
- Responsibilities
  - Completing the physical and electronic chemical inventory in the Chemistry Department.
  - Helping students and staff find supplies.
  - Keeping laboratory glassware and supplies stocked, clean and organized.
  - Testing safety equipment in Chemistry Department laboratories.
  - Compiling collections of Chemical Safety Data Sheets.
  - Preparing reagents and equipment for upcoming teaching labs and classroom demonstrations.
- Benefits
  - Learning chemical names
  - Knowing how to safely segregate and store chemicals
  - Practice how to make different dilutions and molar concentrations
  - Practice your basic lab skills
  - Opportunity to meet other chemistry students, faculty, and staff
  - Become more comfortable in a lab setting without the pressure to earn a grade.
  - Experience in the Environmental Health & Safety field.
  - Learn what happens to used chemicals