**SGUnited Teaching Apprentice Job Description**

**Job Title:** Teaching Apprentice

**Job Description:** This position is within the Department of Biological Sciences at the National University of Singapore. The staff member will be a teaching apprentice for the module LSM4255 Methods in Mathematical Biology. The staff member will help run tutorial sessions, and will grade students’ assignments and mid-term exams.

* How to help run an undergraduate-level module

# The trainees will gain exposure to the following functional areas:

* How to help students understand the material
* How to assess students’ work rigorously and fairly

# Specific Responsibilities:

**Competencies trainee will learn during SGUnited Traineeship Programme:**

1. Attend lectures (two hours per week over 13 weeks)
2. Help run tutorials (two hours per week over 13 weeks)
3. Grade assignments (six assignments in total, four hours allocated per assignment)
4. Grade mid-terms (four hours allocated)
5. Meet with the course facilitator (Assoc. Prof. Ryan Chisholm) or communicate online as required
6. Meet with students on request
7. Undergraduate module planning
8. Teaching skills: helping students with the material and communicating effectively
9. Grading skills: grading fairly and effectively

**Qualifications:** 1. A Bachelor of Science Degree in Life Sciences and must have taken the module LSM4255 at NUS;

* 1. Effective oral communication skills