**SGUnited Teaching Apprentice Job Description**

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| **Job Title:** | Full-time Teaching Assistant (FTTA) |
| **Job Description:** | The FTTA will be working with a team with professors and laboratory officers to achieve holistic goals for undergraduate education in NUS. The FTTA must possess familiarity with administration and data management, be digitally competent, be consultative and exhibit leadership with peers, understand undergraduate student issues, be communicative and a team player and be passionate about teaching. The applicant will be a teaching staff in the Department of Biological Sciences, National University of Singapore for six months. The modules that the staff will be teaching and/or handling the administrative duties of the following zoology modules – * LSM2251 Ecology and the Environment
* LSM2252 Biodiversity
* LSM3254 Ecology of Aquatic Environments
* GES1021 Natural Heritage of Singapore
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| **The trainees will gain exposure to the following functional areas:** | * Teaching at the undergraduate level
* Administration, planning and organizational skills
* Assessing students’ work rigorously and fairly
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| **Specific Responsibilities:**  | 1. Teaching undergraduates in Biodiversity and Ecology modules
2. Manage communication and administrative needs of modules
3. Recruit, train and supervise part-time teaching assistants
4. Oversee scheduling of field trips and laboratory practical sessions
5. Undertake and manage all students’ assessments
6. Initiate improvements to management and pedagogy with advice and support from module coordinators
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| **Competencies trainee will learn during SGUnited Traineeship Programme:** | 1. Planning and execution of undergraduate module laboratory practical sessions, tutorials and continuous assessment assignments
2. Develop competencies in engaging and communicating professionally with students and teaching team
3. Gain experience with administration and organization abilities
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| **Qualifications:** | 1. Singapore Citizen or Permanent Resident
2. Graduating in 2020 or have graduated in 2019
3. A Bachelor (Honors) Degree in Zoology, Life Sciences or Environmental Studies or in a relevant field; field related experience is desirable
4. Strong interpersonal skills to provide high quality student-focused services
5. Demonstrated ability to take initiative and work independently, prioritizing workload and meeting deadlines with minimal supervision
6. An ability to convey information in both teaching and research in a clear, concise and interesting manner
7. Demonstrated ability to work cooperatively as a member of a team and manage groups at the undergraduate level
8. Experience in administrative processes, with high attention to accuracy and detail
9. Proficient in Microsoft Office Suite, Zoom and Google Docs
10. Passionate about teaching with strong interest to pursue a teaching career will be an advantage
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| **Proposed Development Plan** |
| **S/N** | **Technical Skills and Competencies** | **Outcomes** |  **Training Duration** *(Weeks / Months)* |
| 1 | Planning module with various module coordinators | Planning the overall teaching activities for the semester | 4 weeks in Semester 1  |
| 2 | Running practicals and tutorials  | Teaching and engaging students for during teaching activities | 13 weeks in Semester 1 |
| 3 | Grading of assessments and marks management  | Ensures that all assessments are graded rigorously and fairly | 13 weeks in Semester 1 |

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| **NUS Internal**  |
| **Name of Candidate(s) (if any)** |
| **1** |  |
| **2** |  |