Duties and Responsibilities of a Content Expert

**General responsibilities include:**

- Unit Committee Executive Member
- Preclerkship Committee Member

**Specific responsibilities include:**

**Prior to the Unit:**
- Attend all unit executive committee meetings and collaborate in the planning and revision of the unit section objectives and content.
- Confirm tutors / lecturers at least 2-3 months before unit begins.
- Recruit new teachers and tutors as necessary.
- Send list of teachers / tutors to Unit Leader.
- Facilitate the implementation and overall delivery of the content section of the Unit.
- Provide the list of library resources for their section of the Unit to the Unit Leader.

**During the Unit:**
- Writes the required number of exam questions, whether it be midterm or final (following guidelines from the Unit Leaders) in a timely fashion.
- Meet with students as necessary.

**After the Unit:**
- Ensure timely correction of the relevant section of the exam as requested by the Unit Leader.
- Develop plans for changes / improvements for following year as requested by the Unit Leader.
- Work with unit executive committee to plan changes to unit as necessary.

Annual stipend: $10,000