**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Curator andDemonstrator/Technician

**Job Number:** SS-069

**NOC:** 4012

**Band:** 10

**Department:** Anthropology

**Supervisor Title:** Chair, Anthropology

**Last Reviewed:** June 28, 2016

**Job Purpose**

Assists in the delivery of academic services to the Anthropology Department and Archaeology Degree Program by demonstrating, instructing and teaching in laboratories, classrooms and seminars. Prepares teaching materials (e.g. manuals, assignments), supervises and coordinates Teaching Assistants, evaluates undergraduate student work, maintains class records and tutors students individually. Manages the archaeology field laboratory and provides technical support for teaching facilities used by faculty, undergraduates, graduates and research assistants. Purchases lab supplies and equipment, and maintains the Anthropology program equipment budget. Curates and manages research and teaching collections and operates Trent’s archaeological collection storage facility including responding to information requests from government and other agencies.

**Key Activities**

*Curriculum Development/Coordination;*

1. In co-operation with faculty and under general supervision of the Chair, organizes, researches, designs, prepares, demonstrates, teaches and supervises undergraduate students in laboratory and field courses at all levels.
2. Designs and prepares lab manuals, handouts and assignments
3. Acts as a computer resource person; working with Information Technology, is aware of computer resources available for students, specifically focusing on how computers can be used in teaching and how to implement this technology in classroom situations. Works with Information Technology regarding computer facilities and participates in discussions regarding computer resources for students.
4. Assists in Learning Management System administration for Anthropology/Archaeology classes.
5. Evaluates students on the basis of written work, field work, lab reports, tests, essays, exams and oral presentations; invigilates tests and exams.
6. Assists undergraduates with course-related material, assignments and computer-related problems, and advises students on curriculum, course choices, and timetable scheduling.
7. Supervises, coordinates and trains Teaching Assistants. Weekly organisation and supervision of Teaching Assistants with respect to laboratory/seminar instruction, objectives of the lab/seminar components of the course and background information.

*Technical Support;*

1. Provides technical support in laboratories and in the field.
2. Acts as licensed Field Director for the Department’s Ontario Field Archaeology course, and prepares and submits license reports required by provincial statute after archaeological fieldwork has been performed.
3. Curates the Department of Anthropology’s artifact, skeletal, floral, and faunal teaching and research collections. Manages new acquisitions and accessions to the teaching and research collections. Is responsible for the day-to-day maintenance and operation of the Teaching and Research Collections, dissemination of information/material to faculty, staff, and students for teaching and research purposes.
4. Ensures compliance with the regulatory framework arising from the Department’s status as a registered archaeological storage facility through the Ministry of Tourism, Culture, and Sport.
5. Chairs Collections Committee, receives/assesses research access and Destructive Testing requests, oversees destructive research sampling of collections.
6. Designs and maintains database of teaching and research material, equipment and other inventory held by the department.
7. Plans and updates/maintains departmental Emergency Response plan with regards to collections and equipment.
8. When necessary, instructs/assists faculty and graduate students in logistics of research projects and in the use of various field and analytical equipment.
9. Supervises/organizes student and casual labour as required.
10. Maintains and repairs all departmental field and analytical equipment.
11. Responsible for department equipment/collections/room bookings and policy.
12. Manages departmental equipment budgets and financial statements, maintains the Department/Program’s equipment, supplies and laboratory inventories.
13. Liaises with technicians and demonstrators of other departments regarding joint projects, joint course and sharable equipment.
14. Liaises with Physical Resources regarding physical plant requirements, changes or repairs.
15. Participates in any internal or external committees as mutually agreed upon with the Chair.
16. Prepares reports and proposals for fundraising campaigns, program projects, , and joint departmental projects.
17. Provides assistance with design/development of departmental/program webpages as directed by Chair.

*Teaching Support;*

1. In co-operation with faculty and under general supervision of the Chair, instructs and supervises undergraduate students. Includes instruction of complex concepts and problem solving skills in a formal classroom setting.
2. Advises/assists graduate students with implementation of computers and/or equipment to their research plans/coursework.
3. Is available for one-on-one instruction of undergraduate students who need assistance with course-related material, assignments and computer-related problems.
4. Designs and prepares reference modules, supplies, field and analytical equipment, and computer equipment for undergraduate courses.
5. Works with Chair with regard to recruitment and on-going contact with high schools.
6. Coordinates booking of Anthropology Department teaching labs.

*Research Support;*

1. Assists in and collaborates with faculty in planning and execution of research programs.
2. Performs research including data collection, sample preparation, analysis and publication of results.
3. Oversees implementation of Health and Safety regulations in laboratory courses with respect to WHMIS, CNSC, and Hazardous waste.
4. Maintains inventory of equipment and reference material loaned to undergraduates, graduate students and faculty.
5. Investigates and purchases laboratory supplies and departmental scientific equipment based on need.
6. Handles key code programming for departmental space, and acts as a DA for access control.

**Analytical Reasoning**

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

Highly complex analysis, understanding and application of anthropological, biological anthropological and archaeological concepts and material from anthropology courses at all undergraduate levels.

Academic leadership in anthropology laboratories/seminars at all levels.

Applications of teaching pedagogy and determination of the best approach for effective communication of difficult concepts to a wide variety of students.

Relevant work example: At request of faculty, develops hands-on modules for anthropology lab sessions, moving from a basic concept to fully developed lab activities; the process of developing lab modules includes researching the equipment, tools, and technology needed, selecting appropriate materials from Department Teaching Collections, and determining the combination of methods and procedures that are pedagogically appropriate to the level of the course; organises students into groups; effectively instructs a wide range of students in concepts.

**Decision Making**

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

*Leads a set of laboratories and tutorials and determines the best laboratory equipment, teaching resources, pace and order of delivery, marking scheme, and assignment of marks to a wide range of students. Determines when students have valid mitigating circumstances for work not submitted.*

*Relevant work example: runs a field school in which field assessments need to be conducted, assessments performed during course activities, and solutions and feedback provided to students in real-time. Artifacts recovered from excavation need to be cleaned and analysed and housed appropriately. These collections are part of a registered archaeological repository, and require good judgment and independent action/ initiative to manage. Responsible for research collections history and overseeing loan agreements, determines how materials are best used (teaching vs. research) and housed, when to accept new acquisitions.*

**Impact**

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

*Impact on laboratory and tutorial marks for Anthropology students. The incumbent plays an essential role in laboratory and tutorial development and the updating of such course deliveries in conjunction with changes in technology. This person is a ‘point person’ for students who have questions about laboratories and tutorials. The incumbent is responsible for the teaching and research collections held at Trent and must ensure material is acquired and used ethically and legally. Material collected through fieldwork must be properly documented and reported to the Ministry of Culture, Tourism, and Sport.*

*Relevant work example: develops and leads labs and tutorials, either directly, or through the managing of TAs; sets marking schemes and assigns marks; responds to students’ concerns or questions about the course, ensures that material collected through the field school is documented, analysed and reported according to provincial standard to the Ministry of Culture, Tourism, and Sport.*

**Education**

Masters Degree in Anthropology with strong broad-based knowledge of Anthropology across all four fields.

**Experience Required**

1. Four years directly related laboratory and teaching experience.
2. Valid Applied Research or Professional archaeological license from the Ontario Ministry of Tourism, Culture, and Sport.
3. Experience in supervising, or assisting in supervising, archaeological fieldwork.
4. Experience in analyzing archaeological fieldwork data, processing, cataloguing, housing, and curating artifacts.
5. Thorough working knowledge of the discipline of Anthropology.
6. Demonstrated ability to work independently with minimal supervision.
7. Demonstrated skills in, and commitment to, customer service and continuous improvement.
8. Excellent interpersonal and communication skills (both oral and written).
9. Excellent organizational, analytical, research, and planning skills.
10. Excellent presentation, writing, editing, evaluation and feedback skills.
11. Knowledge of procedures for obtaining information as needed through library, Internet, and personal contact sources.
12. Advanced level computing skills in computer operating systems, database administration, word processing, spreadsheets, presentation software, graphic design software, learning management system technologies, internet applications and geographic information system techniques.
13. Experience in facilitation and management of both large and small groups.
14. Demonstrated evidence of an ability to attend to details.
15. Ability to work independently and as part of a team.
16. Willingness to upgrade skills as needed.

**Responsibility for the Work of Others**

Direct Responsibility

* Teaching Assistants
* Undergraduate students in field school
* TWSP students
* Casual labour, student volunteers

Indirect Responsibility

Teaching Assistants
Undergraduate anthropology/archaeology majors

**Communication**

Internal:

* Students: Teach and explain course material and evaluations
* Finance Department: Purchasing
* Staff, Faculty, and other Instructors: Answer queries about course content, Trent policy, and technical issues.
* Faculty: Develop course material, provide department administration and service, research support
* Teaching Assistants: explain assignments and troubleshoot problem situations.
* Technicians (external): Discuss and arrange sharingof equipment, space, resources
* Computer Technicians: Hardware/software problems
* Graduate students and research assistants: Instruct on equipment usage and administration
* Physical Resources: Identify, clarify, and arrange repairs and new projects.
* Liaison Office: Assist with recruitment and science facility tours.

External:

* Researchers: Respond to and facilitate collections access requests, including destructive testing requests
* Government organizations, and other legal organizations: Respond to information requests about collections, repatriation. Meet Provincial reporting requirements for archaeological assessments.
* Indigenous leaders and organizations: Respond to information requests about indigenous artifacts and collections, facilitate access to collections and material, repatriation requests, duty to consult requirements concerning cultural heritage.
* Retailers and Manufacturers: Gather information about and order equipment; troubleshoot technical and equipment problems
* Anthropology/Archaeology Community Organizations: Act as a resource.
* Trent Community: act as a resource
* Technical staff: Liaise with equipment and instrumentation suppliers. High school and elementary teachers: Act as a resource.
* Parents and prospective students: Act as a resource in recruitment efforts.

**Motor/ Sensory Skills**

* Fine Motor Skills - manipulating equipment and measuring devices, data entry via keyboard, mouse and other input devices
* Dexterity - precision in sample preparation and data collection, precision in manipulating artifacts, equipment and measuring devices
* Gross Motor Skills - Moving analytical and sampling equipment, field equipment/collections
* Hearing - responding to student and instructor queries
* Sight - reading reports and student assignments, precision in manipulating equipment, measuring devices, and collections
* Touch - precision in manipulating equipment, measuring devices, archaeological excavation, and collections

**Effort**

Mental:

* Sustained concentration - marking assignments, creating new hard copy and electronic educational materials, report writing, reading new material, analyzing problems, analysis of archaeological material, collections processing, troubleshooting problems, debugging software and working with equipment

Physical

* Standing, Walking – teaching and demonstrating laboratory and field classes, moving, accessing and rearranging collections
* Lifting - Moving field/laboratory equipment and collections, and rearranging labs/classrooms, performing archaeological assessments and excavation

**Working Conditions**

Physical:

* Injury - Operation of dangerous analytical and sampling equipment, exposure to dangerous materials, conducting field laboratories in an unpredictable outdoor environment
* Monotony - Data entry, sorting of student assignments, cataloging artifacts, processing bulk samples from archaeological sites
* Discomfort - Poor lighting and noise conditions, poor weather conditions
* Exposure – Exposure to weather conditions in the field

Psychological:

* Accountability – responsibly for culturally sensitive material and information
* Complaints – From instructors and students about marks
* Accountability – reports prepared or information gathered may have legal consequences
* Frequent coinciding and conflicting deadlines – Many major tasks due simultaneously.
* Handling of student appeals - Angry students displeased with grades
* Lack of control over pace of work - academic term “end rush”
* Multiple competing demands – At any one time, many different active tasks (e.g., between different courses, managing collections and equipment) No control over work pace – Deadlines and nature of work result in unavoidable busy periods
* Interruptions – Emergency support and last minute changes interrupt planned activities and schedules