**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Demonstrator

**Job Number:** SS-007

**NOC:** 4012

**Band:** 7

**Department:** Chemistry

**Supervisor Title:** Chair/Director, Chemistry

**Last Reviewed:** May 5, 2015

**Job Purpose**

Assist in the delivery of academic services by instructing in laboratories, preparing teaching manuals, assignments, and handouts, supervising and coordinating Teaching Assistants, marking undergraduate assignments and tutoring undergraduate students.

**Key Activities**

1. Prepares and organizes laboratory, tutorial, extra help sessions in first-year courses.
2. Responsible for groups of first-year students in the laboratory, including tutoring of individual students.
3. Demonstrates proper technique for use of specialized laboratory equipment to students, and, as required, to TAs.
4. Evaluates lab reports/assignments in first-year courses. Supervises, coordinates and trains first-year Teaching Assistants.
5. Co-ordinates grades and assignments.
6. Other duties as assigned.

**Education**

Honours University Degree (4 year) in Science.

**Experience Required**

* One year of experience as a demonstrator in a post-secondary academic environment.
* Specific knowledge of the operational methods for a variety of scientific equipment.
* Ability to instruct students in laboratory techniques.
* Good administrative and organizational skills.

**Responsibility for the Work of Others**

Indirect Responsibility

* Teaching Assistants
* Tutorial Leaders
* Marking Assistants

**Communication**

Internal:

* Students: teaching, assignment and report critique
* Technicians: equipment repair and replacement
* Staff and Faculty: answer queries
* Faculty: department business
* Teaching Assistants: explanation of assignments

External:

* Trent Community: act as a resource

**Motor/ Sensory Skills**

* Fine Motor Skills - keyboarding and data entry
* Hearing - responding to student and faculty queries
* Sight - reading reports

**Effort**

Mental:

* Sustained concentration - marking assignments, reading new material, analyzing problems

Physical:

* Standing, Walking - administering labs
* Lifting - Moving equipment and rearranging labs/classrooms.

**Working Conditions**

Physical:

* Repetitive strain - data entry

Psychological:

* Complaints - Complaints from faculty and students
* Conflicting work priorities and deadlines - labs, manuals, assignments
* Angry students upset with grades - Handling of student appeals
* Interruptions - Interruptions from students
* Lack of control over pace of work - academic term “end rush”
* Multiple competing demands - coordinating different components of the courses