**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Demonstrator/Technician

**Job Number:** SS-059

**NOC:** 4012

**Band:** 8

**Department:** Computer Science/Studies

**Supervisor Title:** Chair, Computer Science/Studies

**Last Reviewed:** July 1, 2003

**Key Activities**

1. Assists students with assignments and labs at all levels of the undergraduate Computer Science/Studies (CSP) courses in both Fall/Winter and Summer sessions.
2. Assists/instructs students in the use of specific CSP hardware and/or applications software.
3. Develops and delivers laboratory sessions to facilitate components in the undergraduate CSP curriculum.
4. Provides non-credit training to faculty, staff, and students in the CSP Program as the need dictates.
5. Maintains currency with respect to the undergraduate CSP curriculum.
6. Directs and supervises graduate and undergraduate student teaching assistants in the labs.
7. Manages servers (Unix, Wintel, Apple) which support faculty, staff and students of CSP.
8. Develops and manages system security and backups for Program servers.
9. Creates and maintains user accounts on UNIX and Wintel systems managed by the Program.
10. Provides technical support to faculty and staff of the CSP Program.
11. Evaluates and advises Curriculum Committee on new directions with respect to software, programming languages and hardware.
12. Investigates, develops, and implements new and enhanced systems utilities and applications for CSP platforms.
13. Develops documentation and procedures manuals for CSP platforms.
14. Revises and maintains CSP web page.

**Education**

Honours University Degree (4 year) in Computer Science/Studies.

**Experience Required**

1. Significant experience with a broad range of programming languages including C, C++, Java, and Visual Basic.
2. Strong communication skills (both written and oral).
3. A broad knowledge of application software (word processing, graphics, spreadsheets, databases, sound and video editing, etc.)
4. Significant experience with a broad range of programming languages including C, C++, Java, and Visual Basic.
5. Experience with assembly language programming and Oracle database systems.
6. Experience with web page development and maintenance.
7. Good working knowledge of computer systems, including Windows, Apple, and UNIX (with the desire to expand).

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

Student Employee(s)