**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Demonstrator (Psychology)

**Job Number:** SS-074

**NOC:** 4012

**Band:** 8

**Department:** Psychology

**Supervisor Title:** Chair, Department of Psychology

**Last Reviewed:** August 16, 2018

**Key Activities**

1. Contribute to the design and refinement of laboratory or seminar content, structure, and evaluations.
2. Deliver labs/seminars, for pedagogical and training purposes (i.e., to train other teaching assistants). Assists in ensuring that necessary equipment is set up for teaching purposes and that materials for labs/seminars use are prepared (i.e. experimental stimuli, information sheets, report guidelines, data collection instructions and sheets, exercises, datasets, assignments).
3. Train, coordinate, and supervise teaching assistants assigned to the course.
4. Coordinate course activities including the maintenance of course information on the Blackboard Course web site or equivalent site.
5. Attend, as necessary, lectures and other instructional activities to facilitate quality of the courses.
6. Attend and contribute to meetings of course instructors to discuss issues affecting student learning, testing and other classroom issues.
7. Assists faculty in coordinating, training, and supervising marker/graders for written assignments.
8. Evaluate students on the basis of written work; quizzes, and tests (under supervision of faculty instructors).
9. Meet with students individually:

* provide remedial help;
* provide guidance in preparation for exams and lab assignments;
* provide feedback on performance and suggestions for improvement;
* help interpret results from course materials.

1. Communicate with students using email.
2. Maintain regular office hours and be available by appointment for students who legitimately cannot set office hours
3. Prepare tests and examinations under supervision of faculty instructors.
4. Invigilate tests and examinations.
5. Coordinate invigilation staff.
6. Liaison with Student Accessibility Services.
7. Record, manage, and assign grades in consultation with course faculty instructors.
8. Building Fire Warden.
9. In co-operation with faculty and under general supervision of the Chair, organizes, researches, designs, prepares, demonstrates, instructs and supervises first-, second-, and/or third-year undergraduate students. Includes instruction of complex concepts and problem solving skills in a formal classroom setting.
10. Designs and prepares laboratory and seminar resources and instructions, handouts and assignments as directed.
11. 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.
12. Develops and maintains database of student marks, including final marks in the course.
13. Maintain and monitor the SONA online participant management system, which also includes acting as a liaison for students, instructors, and researchers as well as presenting monthly usage reports to the department.

**Education**

Master’s Degree in Psychology required.

**Experience Required**

1. Strong background in experimental methods and statistics.
2. Advanced skills in statistical software (e.g., Excel, R, etc.)
3. Some familiarity with Web-CT technology.
4. Excellent interpersonal and communication skills.
5. Excellent presentation skills with experience in facilitating small- and large-group settings
6. Experience as a Psychology Teaching Assistant is preferred.
7. Superior time management skills

**Responsibility for the Work of Others**

**Direct Responsibility**

* Student Employee(s)

**Communication**

Internal:

* Students: teaching, assignment and report critique
* Staff, Graduate Students and Faculty: answer queries
* Faculty: department business
* Teaching Assistants: training for seminar delivery, explanation of assignments
* Computer Technicians: Hardware/software problems

External:

* Suppliers: acquire teaching resources
* Trent Community: act as a resource
* Parents and prospective students: act as a resource in recruitment efforts

**Effort**

Mental:

* Sustained concentration – creating assignments, creating/revising seminar materials, marking assignments, reading new material, analyzing problems, and debugging software

Physical

* Standing, Walking - administering seminars
* Lifting - Moving large boxes and rearranging labs/classrooms.

**Working Conditions**

Psychological:

* Complaints - Complaints from faculty and students
* Conflicting work - seminars, seminar material, assignments, exams, seminar leader management, priorities and deadlines
* Handling of student appeals - Angry students upset with grades
* Lack of control over pace of work - academic term “end rush”
* Multiple competing demands – managing and supporting 700-900 students per semester, training and supervising seminar leaders, delivering seminars, creation of tests and exams, coordination of invigilation support etc.
* Interruptions - Interruptions from students and faculty during a task
* Some evening work required (approximately 1 night per week)