**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Demonstrator

**Job Number:** SS-080

**NOC:** 4012

**Band:** 8

**Department:** AMOD

**Supervisor Title:** Director, AMOD

**Last Updated:** August 22, 2019

**Job Purpose**

Under the general supervision of the Director, AMOD, provides educational support to the graduate program.

**Key Activities**

1. Provides primary technical support for selected AMOD courses as designated by the AMOD Director. Meets with course instructors and relevant staff before courses begin to agree upon contributions that will be made to each course.
2. Prepares, provides primary technical support and demonstrates in practical sessions in assigned AMOD courses. Regular lab instruction of concepts and techniques are required.
3. In conjunction with relevant course instructors, designs and writes laboratory protocols, procedures, assignments and rubrics.
4. Attends relevant course meetings and lectures.
5. Co-ordinates and works with relevant course instructors to train and supervise student teaching assistants (GTAs and AAs).
6. Responds to student email correspondence (both enrolled students and individuals who receive offers to the program). Communicates Meets with graduate students and provides one-on-one instruction and help as needed.
7. Evaluates lab reports, assignments and oral presentations in assigned AMOD courses. Invigilates exams.
8. Assists with web-based content and computer technology for relevant AMOD courses in consultation with faculty and relevant support staff.
9. For students in the course-based AMOD programs, monitors individual student performance (particularly with respect to final student projects) and refers students in difficulty to relevant university services and supports. Consults with individuals who receive offers to the program about program requirements and course selection issues."
10. Engages in professional development by researching new ways to engage students (including Teaching and Learning workshops), researching new seminar content and pedagogy options, staying current on university resources, services and initiatives relevant to students.
11. Other duties as assigned by the AMOD Director

**Education**

Masters of Science Degree in AMOD or related discipline.

**Experience Required**

1. Two years required of teaching-related experience.
2. Experience with grading/marking of assignments, reports, tests, exams, etc.
3. Strong writing, editing, evaluation and feedback skills and experience.
4. Strong background in statistics and data-mining techniques.
5. A broad knowledge of application software (word processing, graphics, spreadsheets, databases, sound and video editing, etc.)
6. Advanced skills in statistical software (especially R)
7. Familiarity with a range of programming languages.
8. Excellent interpersonal and communication skills.
9. Excellent presentation skills with experience in facilitating small- and large-group settings

**Responsibility for the Work of Others**

Direct Responsibility

Graduate student markers

**Communication**

Internal:

* Students
* Faculty
* Staff

External

**Motor/ Sensory Skills**

* Dexterity - word processing, especially responding to student e-mails
* Fine motor skills, Co-ordination - using a mouse and physically marking/grading student course work for many hours at a time
* Stamina - standing for extended periods of time in order to conduct labs/workshops
* Hearing - responding to student individual requests made in person
* Visual - all aspects of the job
* Speaking - conducting labs/workshops

**Effort**

Mental:

* Patience, understanding - dealing with numerous students with varying degrees of need
* Compassion - same; also awareness of health, psychological issues inherent in student’s lives
* Flexibility - able to adapt to differing teaching styles of various faculty who we are teamed up with

**Working Conditions**

Physical:

* Marking/keyboarding
* Responding to e-mails - many hours required especially at the start of each term

Psychological:

* Disgruntled/distressed students - not trained to deal with student’s health and mental health issues which may present during providing assistance to students