**Department of Human Resources**

**EXEMPT Job Description**

**Job Title:** Trent Swansea Dual Degree Law Certificate Development

Assistant

**Job Number:**  X-379

**NOC:** 1221

**Band:**  3

**Department:**  Law & Arts, Trent Swansea Dual Degree Program

**Supervisor Title:** Program Coordinator, Trent Swansea Dual Degree Program

**Last Reviewed:** May 27, 2020

**Job Purpose**

The position assists the Program Coordinator with the development of a Forensic Science primer for legal professionals. The Law Certificate Development Assistant will support the Law & Arts/Business Program Coordinator develop a professional certificate in dealing with forensic expert evidence in court and will be an extra-curricular certificate open to students returning from Swansea in their 6th year and who have already obtained a law degree.  This position will facilitate the creation of a Guide/Primer that outlines the program for the completion of the certificate; in particular the Assistant will support the Coordinator in pulling together external resources to ensure that Certificate candidates have available to them resources specific to understanding the science in various forensic areas so they can develop professional expertise in their role as counsel in dealing with forensic scientific experts.

**Key Activities**

Research various areas of forensic science relevant to understanding scientific and technical evidence for the none scientists

* Assist in the development of a primer document for those legally trained to understand the scientific areas
* Assist in the development of guidelines and explanation of forensic science areas to be used in developing examination in chief and cross-examination questions
* Assist in the development of experiential activities to support transferring theory to practice in the area of entering and challenging expert evidence in Canadian courts

**Education**

Undergraduate degree in Forensic Science (4 years) and Masters of Science (2 years) or Masters of Forensic Science (1 year), with particular focus on the legal aspects of forensic science and communicating forensic science.

**Experience Required**

1 year experience applying forensic science in the courtroom, communicating forensic science to a non-science audience both verbally and in writing, experience in developing teaching and learning aids for a professional audience, experience managing projects.