

## Job Description

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<b>Job Title:</b>	Senior Laboratory Demonstrator
<b>Department:</b>	Kinesiology
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	May 2017

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### **Primary Purpose**

The Senior Laboratory Demonstrator will provide leadership for the operation and instruction of Kinesiology Undergraduate and Graduate Laboratory experiences. This includes instruction of students, supervision of teaching assistants, administration, coordination and delivery of all aspects of the laboratory experience. The senior demonstrator will also serve as a resource to ensure lab content is consistent with current understanding and technology.

### **Key Accountabilities**

#### **Teaching leadership for assigned laboratories (including but not limited to)**

- Collaborate with the course instructor/faculty for laboratory-lecture synchronization
- Design and development of laboratory exercises that complement course content and develop key learning objectives and applied skills, commensurate with current technology and knowledge base
- Direct in class instruction for laboratory sections
- Develop of lab manuals and associated documents for laboratory instruction
- Manage the laboratory assessment documents and criteria
- Ensure academic integrity is maintained in laboratories

#### **Management of Laboratory Teaching Assistants (including but not limited to)**

- Train, supervise and mentor Teaching Assistants
- Coordinate and assigning Teaching Assistant duties
- Ensure quality and consistency in laboratory delivery and instruction
- Facilitate evaluations of laboratory experiences and Teaching Assistants, providing performance feedback throughout the teaching term

#### **Managing assigned laboratory facilities (including but not limited to):**

- Maintain technical and safe operation of the laboratories
- Coordinate physical laboratory layouts and ensure maintenance of laboratory facilities
- Facilitate equipment booking and maintenance
- Provide recommendations for keeping laboratories current with emerging technologies in equipment, techniques and teaching tools

#### **Additional Support for Kinesiology Department activities (including but not limited to):**

- Provide leadership for activities that enhance and complement the undergraduate and graduate program such as tutoring, volunteer activities, special projects and events
- Provide leadership and expertise for Kinesiology Outreach Programs
- Facilitate equipment training and application advice for undergraduate, graduate and faculty research projects

## Job Description

- Facilitate activities related to Clinical Kinesiology certification
- Participate in committees and other tasks as assigned by the Administrative Officer

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Graduate University Degree or equivalent education and experience</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of UW undergraduate and graduate programs in Kinesiology</li> <li>• Teaching experience in post-secondary academic setting an asset</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• This position requires excellent interpersonal skills to present as a friendly, professional advocate for the department and its activities. Excellent listening and verbal communication skills will be required to foster good working relationships with a variety of clients including students, staff and faculty. This position will be part of the Kinesiology Department teaching team and thus will be required to operate within a team environment, providing support to others as necessary.</li> <li>• Excellent organizational skills will be required to prioritize multiple duties and requests and facilitate record keeping.</li> <li>• Word, Excel, PowerPoint skills – intermediate level</li> <li>• Excellent on-line/electronic communication skills (e-mail, on-line learning applications and other social media)</li> </ul>

### **Nature and Scope**

- **Contacts:** Significant internal and external relationships for this position include: Senior Demonstrator teaching team, lecturers, staff, faculty and students within Kinesiology. Miscellaneous external contacts include prospective applicants, current undergraduate students, and alumni.
- **Level of Responsibility:** The incumbent will be required to utilize strong problem solving skills as an instructor in a busy and diverse Kinesiology Department. As a senior demonstrator, they will be required to develop procedures to maximize teaching activities, equipment, facilities and programs. This position will be required to operate both independently with minimal supervision and within a team environment. This position will be required to assess department procedures and provide advice and recommendations on efficient operation of the laboratory and instructional activities in the Department to further its programs and mission.
- **Decision-Making Authority:** This position will be responsible and accountable for the operation of assigned labs and projects.
- **Physical and Sensory Demands:** This role requires minor physical exertion associated with teaching in a laboratory setting and computer work.
- **Working Environment:** The working environment will be defined by the laboratory activities that the instructor is involved in. Safety is a primary requirement for the instructor and the students. Steps are in place to ensure minimal risk resulting from physical exposure to any irritants as per UW safety policies. The instructor may encounter difficult conversations with upset students having trouble. This

## Job Description



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role may involve some evening and weekend working hours. Workload may vary within a teaching term.