Job Title: Classroom Demonstration and Outreach Coordinator
Department: Physics and Astronomy
Reports To: Administrative Officer
Jobs Reporting: None
Salary Grade: USG 7
Effective Date: February 2017

Primary Purpose
The position supports, designs and develops new demonstrations for the Department – teaching and outreach. This includes responsibility for the recommendation, development and acquisition of new instruments and teaching aids in collaboration with teaching faculty. This demonstration equipment, used in lectures and undergraduate labs, is an essential component of the undergraduate teaching program.

The position is also responsible for the development and implementation of department web pages, and for providing assistance with research group and student club web sites. This assistance can range from acting as site manager, content editor, content author and instructor or a combination of these tasks.

Key Accountabilities

Classroom Demonstrations
- Develop curriculum relevant sequences of demonstrations for the teaching activities of the department
- Design and purchase teaching demonstrations, both independently and at the request of teaching faculty
- Work with Administrative Officer to develop yearly budgets; work within budget throughout the year
- Arrange times with faculty to review and practice using demonstration equipment; in some cases, must present the demonstration in class
- Arrange for the maintenance of demonstration equipment, performing periodic inspections and minor repairs, as necessary
- Organize, store, manage inventory and sign-out system of demonstration equipment
- Move and set up equipment across campus, as needed
- Liaison with other university departments to supply them with technical advice and equipment to support teaching, where possible

Communications
- Liaises with Science Web and Communications to maintain a web presence in line with the Faculty of Science Strategic Plan
- Provide assistance to faculty members for research group web sites within the UW Content Management System. Assistance can range from full site management to technical consultant
- Liaise with the student groups (PhysClub, FemPhys, Women in Science and MNS) by providing WCMS training and/or maintaining websites, as needed
- Serve as department point of contact for matters concerning the IST CMS team, reporting directly to the Faculty of Science POC
- Manage departmental social media accounts
Job Description

• In collaboration with the Research and Teaching Fellow, communicate events and achievements to the department via weekly e-newsletter
• Maintain the displays in the Physics building. TV displays are managed, working in conjunction with Science Computing. New functionality requests are developed as needed

### Outreach Activities

- Support, select and develop curriculum relevant workshops for Science Open House, Physixx: Girls Matter and Physics Lab Days, working with Outreach committees and liaisons
- Work with Administrative Officer to develop yearly budgets; work within budget throughout the year
- Acquire, manage and maintain all equipment and instrumentation for Outreach events; Instrumentation may be purchased as-is, or may be highly specific equipment requiring design and fabrication using the machine and electrical shops within Science Technical Services
- Acquire, prepare, transport, set up, and return all materials for events
- Inspect equipment, arrange for storage, replacement and/or repairs at the end of each session and presentation period
- Recruit, organize and train students/faculty on the equipment and activities
- Provide technical support during all outreach events

### Departmental Support

- Daily oversight of staff and co-op students who are placed on outreach, communications and demonstration duties
- Departmental AV liaison
- Provide assistance of the technical nature, as needed

### Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

#### Education
• Bachelor's Degree in Science, with a large physics component
• Equivalent combination of education and/or experience will be considered

#### Experience
• Demonstrated experience supporting teaching activities through the development of classroom demonstrations or related activities
• Experience with communications and/or outreach activities is preferred

#### Knowledge/Skills/Abilities
• Working knowledge of various demonstration equipment – ranging from simple pre-packaged purchased items to highly complex custom designs requiring extensive in house fabrication using machine shops and electronics shops
• Excellent verbal and written communication skills required
• Intermediate knowledge of MS Office
• Advanced knowledge of WCMS and SCInage

### Nature and Scope

- **Contacts:** This position interacts with faculty members and members of Science Outreach and Communications
- **Level of Responsibility:** Position does not have any direct reports, but supervises, trains and assists in coordinating the workflow of additional technical staff and co-op students
- **Decision-Making Authority:** Work is conducted with a high degree of independence. Multiple projects are underway simultaneously. Excellent time management skills are required. Quick decision making, cost-benefit analysis, creative problem solving, and long-term planning are essential
Job Description

- **Physical and Sensory Demands**: Minimal physical demands. Demonstrations may need to be transported within the building and across campus. Some demonstration equipment weighs in excess of 25 kg.
- **Working Environment**: Minimal exposure to disagreeable conditions