

WATERLOO ENVIRONMENT

Job Description Form

JOB INFORMATION			
<i>Job Title</i>	Senior Design Instructor	<i>Position ID</i>	5503
<i>Division/Department</i>	Department of Knowledge Integration, ENV		
<i>Location</i>	Main Campus		
<i>Reports to Job Title</i>	Department Chair	<i>Reports to Position ID</i>	5457
<i>Jobs Reporting (Job Titles and IDs)</i>	None		
<i>Full-time Equivalent</i>	100%		
<i>Effective Date</i>	Aug 31, 2017		
PRIMARY PURPOSE			
<p>The Senior Design Instructor provides instruction, guidance, technical assistance and support to Knowledge Integration (KI) students and faculty in all matters related to Design Thinking and design. This includes taking the primary instructor role in several courses having significant design project and experiential learning components.</p>			
KEY ACCOUNTABILITIES			
1	<p>Teaching duties for 3 design-related courses assigned annually by the Chair, including but not limited to:</p> <ul style="list-style-type: none"> • Structure, develop, update, maintain and deliver classroom instruction • Create, manage, support and grade course projects • Keep course records and communicate with students • Coordinate with KI faculty and staff around resources and scheduling • Deal with any student appeals related to the courses • Hire, train and supervise undergraduate teaching assistants in design courses 		
2	<p>Duties related to the capstone design course sequence including, but not limited to:</p> <ul style="list-style-type: none"> • Research local museums, design institutions and activities at the destination for the annual international Field Trip • Support students and instructor in the pre-field trip course with destination research • Oversee the students, with other staff/faculty, while on the field trip • Understand and apply Faculty and University level risk management policies on the field trip • Advise and support students in their capstone design projects • Work with the capstone design instructor to produce the annual capstone design project exhibition 		
3	<p>Design & Education Support and Advising duties including, but not limited to:</p> <ul style="list-style-type: none"> • Maintain proficiency and currency with applicable design methods, materials, tools, equipment and procedures (e.g. manual and computer-aided design drawing, woodworking, metalworking, rapid prototyping, low-fidelity prototyping) • Identify, design, prepare and offer practical/technical/design tutorials or workshops as needed • Work collaboratively with others to develop and implement activities to raise the profile of Design Thinking across campus, including integration into curriculum with interested instructors • Supervise students in the KI Works internship program, including grading of related assignments; supervise senior KI students with design-related thesis projects • Design and deliver Design Thinking activities for outreach events (e.g., visiting high school classes, Reunion activities) • Provide graphics design and related technical support to KI faculty and staff on an ad-hoc basis 		
4	<p>Administrative responsibilities including, but not limited to the following:</p> <ul style="list-style-type: none"> • Specify and maintain design-related equipment and space, including the KI Studio and its supplies • Carry out periodic safety inspections of the KI studio and correct any deficiencies in accordance with Faculty and University policies • Coordinate with Faculty of Environment staff related to the Workshop and other Faculty design-related spaces and activities 		
POSITION REQUIREMENTS			

<i>Education</i>	Master's Degree with a specialization in Design, or equivalent education and experience.
<i>Experience</i>	<p>Experience with at least one Design Thinking framework required</p> <p>Exceptional design skills evidenced through practical experience required</p> <p>Exceptional verbal and written communication skills required</p> <p>Excellent human relations skills required: ability to foster constructive team relationships, and to work effectively with faculty, staff and students</p> <p>Independent judgment required in time management, goal-setting, task prioritization and decision-making, demonstrating strong analytic and ownership qualities</p> <p>Proven ability to manage a large volume of work, conflicting priorities and deadlines required</p> <p>Experience teaching at the post-graduate level an asset</p> <p>Event production experience an asset</p>
<i>Technical</i>	<p>Intermediate experience with standard office-suite software (e.g., Excel, Word, Powerpoint) required</p> <p>Advanced mechanical and "making" skills required</p> <p>Advanced 3D modeling skills (e.g., AutoCad, SketchUp) an asset</p> <p>Computer programming skills an asset</p>

NATURE AND SCOPE

<i>Interpersonal Contacts</i>	<p>Internally, makes contact with students, staff and faculty to obtain action, reach agreement and negotiate, e.g.,</p> <ul style="list-style-type: none"> • KI students • staff within KI and across campus including administrative and technical staff (e.g., Information Systems & Technology, Faculty of Environment, Faculty of Engineering) • faculty within KI and across campus (e.g., to set up guest lectures, discuss pedagogy & Design curriculum) <p>Externally, makes contact with suppliers and community partners to obtain action, reach agreement and negotiate, e.g.,</p> <ul style="list-style-type: none"> • community partners in experiential design projects (e.g., the client in a "real-world problem solving" course, THEMUSEUM, the Waterloo Regional Museum) • community clients of Design Thinking workshops (e.g., The Jane Goodall Institute) • design institutions in the field trip destination city (e.g., Copenhagen Mind Lab, IED Barcelona, HTW Berlin) • external design services & fabricators 						
<i>Level of Responsibility</i>	<ul style="list-style-type: none"> • The job has specialized work under minimal supervision. • The job includes responsibility for oversight of undergraduate teaching assistants and advising of undergraduate project teams. 						
<i>Decision-making Authority</i>	<ul style="list-style-type: none"> • Makes decisions on timelines and curriculum • Contributes to strategic planning and direction • Makes decisions on production of the capstone design project exhibition 						
<i>Physical and Sensory Demands</i>	<ul style="list-style-type: none"> • Minimal demands typical of an administrative position within an office environment 						
<i>Working Environment</i>	<table border="1"> <tr> <td><i>Travel</i></td> <td> <ul style="list-style-type: none"> • International travel required annually • Occasional other travel </td> </tr> <tr> <td><i>Working Hours</i></td> <td> <ul style="list-style-type: none"> • Regular working hours, some evening/weekend work required </td> </tr> <tr> <td><i>Risks – physical and psychological</i></td> <td> <p>Physical risks: No significant risks</p> <p>Psychological risks: Minimal exposure to disagreeable conditions typical of a supervisory position</p> </td> </tr> </table>	<i>Travel</i>	<ul style="list-style-type: none"> • International travel required annually • Occasional other travel 	<i>Working Hours</i>	<ul style="list-style-type: none"> • Regular working hours, some evening/weekend work required 	<i>Risks – physical and psychological</i>	<p>Physical risks: No significant risks</p> <p>Psychological risks: Minimal exposure to disagreeable conditions typical of a supervisory position</p>
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<i>APPROVED BY</i>	Do not complete this section	<i>Title</i>	
<i>USG GRADE</i>	USG 11		