

## Job Description



---

<b>Job Title:</b>	<b>Financial Research and Teaching Lab Manager</b>
<b>Department:</b>	School of Accounting and Finance
<b>Reports To:</b>	Arts Computing Office, Director IT and SAF Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	August 15, 2018

---

### **Primary Purpose**

Plans, manages and supervises all human physical and budgetary resources for the School of Accounting and Finance's (SAF) Finance Lab in order to promote and support research, training experiential learning and the transfer of knowledge and practical skills for students in finance and in fields related to capital markets.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Oversight of lab operations and support personnel.**

- Recruit, hire, train, and supervise student lab assistants
- Provide technical management and oversee day-to-day operation of the finance lab facilities
- Work with an established budget to repair, replace and upgrade lab equipment as required
- Instruct faculty, staff and student in the proper use of finance lab computing equipment, databases and software
- Compile statistics on utilization
- Develop computer software as require for the effective operation of the finance lab
- Liaison with project partner, sponsors, government and external agencies on behalf of the finance lab

#### **Provide curriculum development and delivery.**

- Consult with faculty members to build lesson plans that integrate pedagogical goals with lab resources
- Develop training programs, seminars and documentation for operational procedures as require for finance software and databases operating in the lab
- Deliver software tutorials, demonstrations and assist in class discussions in support of course syllabi and assist in conducting assessments of learning requiring the lab
- Participate on relevant committees as a representative of the SAF Finance Laboratory.

#### **Provide technical computing services and support to faculty and staff in the SAF.**

- Provide consulting and trouble-shooting assistance for all software and databases used in the SAF Finance Lab
- Diagnose and solve operational problems with computer and network hardware, printing and commonly used software
- Communicate with the manager and staff of the Arts Computing Office, computing support staff from the School of Accounting and Finance and other departments/faculties
- Interact with vendors and other external organizations

### **Required Qualifications**

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

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• An accredited university degree in finance or computer science, or equivalent. An ideal candidate will have knowledge in both finance and computer science.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• At least one year, preferably more, experience working in finance, capital markets or business. Experience planning, developing, coordinating and assessing programs and services.</li><li>• Experience developing and delivering training courses</li><li>• Experience providing direction and leading students and/or staff.</li></ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"><li>• Proven ability to deal with faculty, staff and students with tact and diplomacy.</li><li>• Demonstrated leadership, team building and problem solving skills.</li><li>• Ability to develop collaborations and partnerships with faculty, students and external partners.</li><li>• Knowledge of and experience using finance and capital market software (e.g. Bloomberg, Capital IQ). Knowledge of the principles and practices of a finance lab operation. Software development experience. Intermediate to advanced knowledge of MS Office (Word, Excel PowerPoint) and Programming Languages (R Studio, Python)</li></ul>

### **Nature and Scope**

- **Contacts:** The position requires communication with internal and external contacts. The Lab Manager is expected to obtain, clarify and explain technical information with a wide range of people with a variety of technical sophistication including current SAF students, all UW faculty and staff.
- **Level of Responsibility:** Must be self-directed with proven initiative and the ability to work independently in a busy multi-tasking environment. Well-developed organizational and time management skills are required. Demonstrated ability to solve complex problems. Assist in the design of new or remodeled facilities.
- **Decision-Making Authority:** Identify improvements which better meet course and professional certification objectives. Recommend updates to equipment and use cases for the finance lab. Develop and recommend new exercises and demonstrations to meet program and course objectives.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a technician's position operating within a university environment. Lifting and transport of moderately heavy equipment (max. 20 kg) required. Access to ceiling and other areas may require use of a ladder.
- **Working Environment:** Work take place in the employee's office and throughout Hagey Hall in computer rooms, labs, public areas and faculty offices. Work outside normal university business hours is occasionally required.