#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Demonstrator

**Job Number:** SS-080 | VIP: 1533

**Band:** OPSEU-8

**Department:** Applied Modelling & Quantitative Methods Graduate Program (AMOD)

**Supervisor Title:** Director, AMOD

**Last Reviewed:**  June 3, 2021

#### **Job Purpose:**

Under the general supervision of the Director, AMOD, provides educational support to the graduate program.

#### Key Activities:

1. Provides primary technical support for selected AMOD courses as designated by the Director, AMOD. Meets with course instructors and relevant staff before courses begin to agree upon contributions that will be made to each course.
2. Prepares, provides primary technical support, and demonstrates in practical sessions in assigned AMOD courses. Regular lab instruction of concepts and techniques are required.
3. In conjunction with relevant course instructors, designs and writes laboratory protocols, procedures, assignments, and rubrics.
4. Attends relevant course meetings and lectures.
5. Coordinates and works with relevant course instructors to train and supervise student markers.
6. Responds to student email correspondence and meets with students to provide one-on-one instruction and help as needed.
7. Evaluates lab reports, assignments, and oral presentations in assigned AMOD courses. Invigilates exams.
8. Assists with web-based content and computer technology for relevant AMOD courses in consultation with faculty and relevant support staff.
9. Engages in professional development by researching new ways to engage students (including Teaching and Learning workshops), researching new seminar content and pedagogy options, staying current on university resources, services, and initiatives relevant to students.
10. Provides technical support to faculty, staff, and graduate students connected to the AMOD program.
11. Other duties as assigned by the Director, AMOD.

#### Education Required:

* MSc AMOD (Big Data), or MSc in Computer Science or related field.

#### Experience/Qualifications Required:

* Two (2) years of teaching-related experience.
* Experience with grading/marking of assignments, reports, tests, exams, etc.
* Strong writing, editing, evaluation and feedback skills and experience.
* Strong background in data mining, machine learning, data visualization, big data, and statistics
* A broad range of modern technologies including data processing frameworks such as Spark, databases both relational and non-relational, and a willingness to keep up with a rapidly changing industry.
* Experience with statistical software, data processing and data management frameworks. A willingness and ability to learn to use software to keep pace with industry best practices.
* Familiarity with a range of programming languages including R and Python.
* Excellent interpersonal and communication skills.
* Excellent presentation skills with experience in facilitating small- and large-group settings.

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

Direct Responsibility

Graduate student markers

##### Communication

Internal:

* Students
* Faculty
* Staff

##### Motor/ Sensory Skills

* Dexterity - word processing, especially responding to student e-mails.
* Fine motor skills, Co-ordination - using a mouse and physically marking/grading student course work for many hours at a time.
* Stamina - standing for extended periods of time in order to conduct labs/workshops.
* Hearing - responding to student individual requests made in person.
* Visual - all aspects of the job.
* Speaking - conducting labs/workshops.

##### Effort

Mental:

* Patience, understanding - dealing with numerous students with varying degrees of need.
* Compassion - same; also awareness of health, psychological issues inherent in student’s lives.
* Flexibility - able to adapt to differing teaching styles of various faculty who we are teamed up with.

##### Working Conditions

Physical:

* Marking/keyboarding
* Responding to e-mails - many hours required, especially at the start of each term.

Psychological:

* Disgruntled/distressed students - not trained to deal with student’s health and mental health issues which may present during providing assistance to students.