Teaching Support Instructor/Technician

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Teaching Support Instructor/Technician

Department of Integrative Biology, College of Biological Science

Hiring #: 2019-0217

Please read the Application Instructions [1] before applying

Reporting to the Chair, Integrative Biology, the Teaching Support Instructor/Technician will play a leadership role in the initiation, design, delivery and coordination of undergraduate courses taught in various formats that include laboratory, seminar and field components. Specific duties include: organize and prioritize scheduling and assembly of course materials; enforce safety; design and administer the evaluation of seminar/laboratory materials; provide day-to-day functional guidance to GTAs; evaluate GTA performance; provide GTAs with detailed grading rubrics to ensure grading consistency; compile and post grades; revise and upgrade seminar/laboratory manuals; develop plans and implement new exercises in the laboratory, seminar and field; and other associated duties as assigned.

Requirements for the position include: an MSc degree in biology with a focus on ecology, evolutionary biology, or physiology, plus experience designing and teaching university courses in these disciplines, or an equivalent combination of education and experience. The successful candidate will have strong interpersonal skills to deal effectively with a diverse undergraduate and graduate student population. In addition, the successful candidate demonstrate knowledge and experience with blended (in class/on-line) course formats and active learning strategies of use in large classes and basic expertise in field techniques.

Additional requirements include:

- excellent communication skills (verbal and written)
- ability to work effectively as a member of a team
- ability to work independently with minimal direction (personal management/initiative)
- ability to deal with conflict and respond appropriately to stressful situations
- adaptability
- analytical skills and creative thinking
- results-based orientation
- excellent judgment and decision-making skills
- strong planning and organizational skills
- demonstrated knowledge of and experience with safety policy and practice, WHMIS training and first aid training
- familiarity with ‘R’ statistical software and advanced knowledge of up-to-date computer aids and software for undergraduate instruction and evaluation
- knowledgeable in general office procedures
- strong proficiency in Microsoft Office applications including email/calendaring systems, Office 365; MS Word, Excel, Power Point, Adobe Acrobat, Desire2Learn, and Library catalogues

Familiarity with the University environment and policies will be preferred.

Position Number          146-036
Classification                USW, Local 4120 Salary Band 7*
Salary Range               $28.77 Minimum (Level 1)
$32.11 Normal Hiring Limit (Level 3)
$38.88 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

*At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 04 10
Closing Date: 2019 04 17

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Links
[1]https://www.uoguelph.ca/hr/careers-guelph/how-apply