#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Demonstrator

**Job Number:** SS-085 | VIP: 1770

**Band:** OPSEU- 8

**NOC:** 4012

**Department:** Computer Science / Computer Science Trent Durham

**Supervisor Title:** Chair, Computer Science / Associate Chair (Durham), Computer Science

**Last Reviewed:**  September 8, 2022

#### **Job Purpose:**

In co-operation with faculty, and under the supervision of the Department Chair or the Associate Department Chair, assists in the delivery of academic services in the Department of Computer Science by demonstrating and teaching in laboratories and classrooms. Prepares teaching materials (e.g., labs, manuals, assignments), supervises and coordinates other lab support staff (Graduate Teaching Assistants, Academic Assistants, etc.), evaluates undergraduate student work and works with students one-on-one.

#### Key Activities:

1. Provides primary lab and technical support for selected CS courses as designated by the Chair or Associate Chair of Computer Science. 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 CS courses. Regular lab instruction of concepts and techniques are required.
3. In conjunction with other demonstrator(s) and relevant Course Instructors, designs and writes laboratory protocols, procedures, lab activities and rubrics.
4. In conjunction with other demonstrator(s) and Course Instructors, ensure accessibility standards are maintained for all lab laboratory protocols, procedures, lab activities
5. Attends relevant course meetings and lectures.
6. Co-ordinates and works with other Demonstrator(s) and relevant Course Instructors to train and supervise student markers, student demonstrators, and academic assistants
7. Sets up and maintains lab equipment, as necessary.
8. Ensures that computer lab equipment is being cared for properly by users.
9. Responds to student email correspondence regarding lab materials and relevant course concepts.
10. Maintains office hours to meet with students and provide one-on-one instruction and help as needed.
11. Evaluates lab reports, assignments and oral presentations in assigned CS courses, as necessary
12. Invigilates exams, as necessary.
13. Assists with web-based content, maintaining accessibility standards and computer technology for relevant CS courses in consultation with faculty and relevant support staff.
14. Assists with support and maintenance of departmental servers.
15. Assists with the creation of student accounts on department servers, when necessary.
16. Participates in departmental committees, events and community outreach programs.
17. Engages in professional development by researching new ways to engage students (including Teaching and Learning workshops), researching new lab content and pedagogy options, staying current on university resources, services and initiatives relevant to students.
18. Engages in professional development by staying current on CS course content, learning new programming languages, operating systems, software, and tools as necessary.
19. Functions as a Fire Warden
20. Other duties as assigned by the Chair or Associate Chair of CS.

#### Education Required:

Honours B.Sc. in Computer Science (4 years) or closely related discipline.

#### Experience/Qualifications Required:

* 2 years directly related laboratory and teaching experience.
* Experience with grading/marking of assignments, lab reports, tests, exams, etc.
* Experience with explaining/teaching the same concept in multiple ways.
* Familiarity with BlackBoard.
* Strong writing, editing, evaluation and feedback skills and experience.
* Strong background in programming, computer organization, database systems, computer networks, and data science.
* Experiencing with shell scripting and administration.
* Familiarity with a range of programming languages including C#, C, Java, assembly language, SQL, R HTML, CSS, PHP, Javascript, and Python.
* Familiarity with a range of operating systems including Windows, Mac OSX and Linux.
* 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

* Undergraduate or Graduate student markers.
* Undergraduate or Graduate academic assistants.
* Graduate teaching assistants.

**Communication**

Internal:

* Students – teach and explain course/lab materials and evaulations
* Faculty – answer queries about course/lab content, Trent policy and technical issues, develop lab materials
* Demonstrators – developing course materials
* 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, providing office hours assistance.

**Effort**

Mental:

* Patience, understanding
  + dealing with numerous students with varying degrees of need
  + -often required to repetitively answer the same question(s) in a short period.
* Compassion
  + dealing with numerous students with varying degrees of need
  + 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
  + when explaining concepts to students, must be able to adapt to varying learning styles and levels of understanding.
* Stamina – repetition of the same lab session several times in a row can be mentally exhausting.

**Working Conditions**

Physical:

* Marking/keyboarding
* Standing/moving during lab periods
* Lifting/carrying when moving/installing equipment
* Responding to e-mails

Psychological:

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