

# MOUNT ALLISON UNIVERSITY

## Position Posting

<b>Position Title:</b> Technician/Lab Instructor	<b>Position #</b> 1154
<b>Department:</b> Biology	<b>Classification:</b> MASA 10
<b>Supervisor's Title:</b> Department Head	<b>Posting Date:</b> November 5, 2020
<b>Position Summary:</b>  Reporting to the Department Head, this position prepares and instructs online laboratory exercises in Biology 1001. The position involves grading lab assignments, quizzes and exams. Lab Instructors also supervise student lab demonstrators and maintain lab equipment.  *Please refer to section B for the required Qualifications, Education and Skills	
<b>Hours of Work:</b> This is a part-time (12 hrs per week) four-month term position from January 4, 2021 to May 14, 2021.	
<b>Mount Allison Staff Association:</b> This position is in the bargaining unit represented by the Mount Allison Staff Association.	
<b>Who May Apply:</b> Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.	
<b>Date of Closure:</b> Applications should be received by the Human Resources department on or before November 16, 2020. Please forward resumes with a cover letter to <a href="mailto:hr@mta.ca">hr@mta.ca</a> .	

## Position Description

### A. Position Responsibilities

- Instruct online labs by presenting pre-lab lectures, preparing and posting materials, answering student questions and supervising lab demonstrators.
- Set, schedule and mark lab assignments and lab exams. Formulate the marking schemes and maintain records of student marks and attendance.
- Organize materials required for labs.
- Select, assign and train student lab demonstrators and markers in conjunction with other departmental staff.
- Perform other related duties

## **B. Qualifications**

### **Education**

- B.Sc. in Biology or related field, preferably with a minimum of 1 year related experience. An equivalent combination of education and experience will be considered.

### **Knowledge and Skills**

- Excellent interpersonal skills and the ability to work both independently and within a team environment are essential.
- Strong planning and organizational skills.
- Teaching and supervisory experience would be an asset, especially as it pertains to instructing online introductory biology labs.
- Knowledge of computer software, including Excel, Word, PowerPoint, and MS Teams.
- Knowledge of basic statistical techniques.
- Experience in, and understanding of, some combination of the following:
  - ecology and organismal biology
  - physiology, anatomy and dissection
  - field and lab methods
  - genetics and evolution
  - statistical software (e.g. R)