

**WILFRID LAURIER UNIVERSITY  
POSITION DESCRIPTION**

<b>Position Title: Assistant Lab Co-ordinator, UX Maker Lab</b>
<b>Department: Faculty of Liberal Arts</b>
<b>Date: May 31, 2018</b>

**Position Summary**

The Assistant Lab Co-ordinator, UX (User Experience Design) Maker Lab is responsible for ensuring that the UX Maker Labs operate efficiently and effectively. S/he is accountable for lab-based instruction to support the UX Design program and ensure that they contribute to the educational goals of the Faculty of Liberal Arts. The UX Maker Lab Assistant Co-ordinator is responsible for the delivery, development, evaluation, and revision of lab exercises, in accordance with the directions of the Program Co-ordinator. The UX Maker Lab Assistant Co-ordinator acts as a resource for students in the assigned UX courses. Laboratory content is the primary responsibility of the UX Maker Lab Co-ordinator, but s/he will have full responsibility for her/his assigned laboratory sessions.

The UX Maker Lab Assistant Co-ordinator will report to the Senior Administrative Officer and the UX Program Co-ordinator with day-to-day direction provided by the Program Co-ordinator.

This position has a university-wide mandate and is based at the Brantford Campus. The incumbent provides subject matter expertise to all campuses, requiring regular interpersonal interactions and collaboration with departments at the Waterloo Campus, the Brantford Campus, the Toronto office and external partners. Special attention is given to ensure equitable service delivery across all locations.

**Accountabilities**

**Laboratory Safety**

- Ensures students are following laboratory safety standards, including:
  - a. Tracking and ensuring completion of student WHMIS training;
  - b. Reviewing the appropriate personal protective equipment and attire in the lab (i.e. wearing, closed-toed shoes, eye protection etc); and
  - c. Identifying and reporting any issues to the Program Co-ordinator.

## Lab Content

- Assists Program Co-ordinator and Course Instructor in design and preparation lab content to support UX courses, including:
  - a. Assists in establishing marking criteria/rubrics for lab exercises, including model solutions and marking schemes;
  - b. Assists in marking lab quizzes, tests and exams;
  - c. Evaluates methods and results to ensure uniform and fair practices;
  - d. Assists in ensuring lab content is significantly aligned with lecture material to reinforce lecture concepts;
  - e. Ensuring students are engaging with course material by using lab presentations, models,
  - f. Assists in preparing weekly reports of lab results, including assessment of student performance and the effectiveness of particular lab projects.

## Lab Instruction

- Provides professional lab instruction and support students in their development, including:
  - a. Adhere to course standards and maintain academic/mark integrity of the course;
  - b. Maintains student lab attendance and grading records;
  - c. Ensure students use models and equipment properly by providing proper instruction; and
  - d. Create and foster a safe and welcoming environment for students.

## Reporting Relationships

**This Position Reports to:** the Senior Administrative Officer and the UX Program Co-ordinator, with day-to-day direction provided by the UX Program Co-ordinator

## Qualifications

- Minimum 1-2 years post-secondary education plus 2 years related work experience
- Experience in teaching or equivalent pedagogical skill in optimizing the operation and educational value of formal woodshops, industrial arts programs, or maker labs an asset.
- Ability to create laboratory exercises using specialized tools including a variety of woodworking, 3D printing and hand tools.
- Well-developed organizational skills to ensure that labs are prepared, delivered, and administered each week consist with the department's demanding course schedule; skill in advance planning, scheduling and organizing of time, resources, materials, and available personnel.
- Excellent supervisory skills.
- Experience with robotics and Arduino a plus but not required

## Hours of Work/Rate of Pay:

- 6 hours/week (schedule below), for a duration of 13 weeks (September 4 to December 5, 2018)  
Tuesday 1:00PM-3:00PM and Thursday 9:30AM-11:30AM, plus 2 additional hours for preparation
- Rate of Pay: \$35.00/hour, plus 4% vacation pay

## How to Apply:

Applicants need to submit a complete application package consisting of:

- a cover letter outlining qualifications for the position
- a resume

Application packages may be submitted electronically to [mijutzi@wlu.ca](mailto:mijutzi@wlu.ca) by June 15, 2018.

*Diversity and creating a culture of inclusion is a key pillar of Wilfrid Laurier University's Strategic Academic Plan and is one of Laurier's core values. Laurier is committed to increasing the diversity of faculty and staff and welcomes applications from candidates who identify as Indigenous, racialized, having disabilities, and from persons of any sexual identities and gender identities. Indigenous candidates who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Office of Indigenous Initiatives at [jbecker@wlu.ca](mailto:jbecker@wlu.ca). Candidates from other equity seeking groups who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Diversity and Equity Office at [diversity@wlu.ca](mailto:diversity@wlu.ca). We have strived to make our application process accessible however if you require any assistance applying for a position or would like this job posting in an alternative format, please contact Human Resources at 519-884-1970 ext.2007 or [hr@wlu.ca](mailto:hr@wlu.ca).*