



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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INSTRUCTIONAL ASSISTANT (II)

Job ID	53212-4011	
Web Address	https://careers.indigenous.link/viewjob?jobname=53212-4011	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-03-06	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Do you have a passion for teaching in a digital space or working to facilitate hands-on activities with a bit of a technical attitude Are you looking for an opportunity to join a team of facilitators who teach and inspire through fun The Department of Engineering Physics at McMaster University is searching for an Instructional Assistant who will have a broad portfolio of tasks. These tasks include the utilization of electronic measurement equipment (multimeters, oscilloscopes, function generators, etc.) and proficiency in design and implementation of analog and digital circuits, including digital microcontrollers; programming and interfacing with microcontrollers; op-amps and transistors; p-n junctions, diodes, bipolar junction transistors, field effect transistors, DC and AC modeling, differential amplifiers, feedback and oscillators, digital circuits and multivibrators, signal processing; electric and magnetic fields, electric potential, Maxwell's equations. The incumbent will use electrical and mechanical fabrication skills to assist students and will be an important resource for students as this position will support the technical needs of several undergraduate design courses. The incumbent should also have a strong focus on health and safety and be able to take corrective actions to prevent potentially hazardous situations. Instructional Assistants will also be responsible for providing leadership to Teaching Assistants in their labs. Engineering Physics has teaching labs in the areas of electronics, photonics, nuclear instrumentation, fluidics, semiconductor device fabrication, as well as a final year capstone project. Over time, the successful candidate will have an opportunity to support one or more of these labs.

Job Summary: Provides pedagogical and technical support to instructors, teaching assistants and students. Responsible for the development, implementation, coordination and evaluation of curriculum, assessment and instructional activities within an academic unit, department, or faculty.

Purpose and Key Functions: Write and design lesson plans in accordance to the curriculum priorities of the instructor. Provide formal supervision to teaching assistants and other part-time staff. Communicate curriculum to teaching assistants that is to be covered in tutorial sessions. Review current educational research literature to ensure curriculum follows best practices in teaching, education and learning. In consultation with the course instructor, conduct selected literature searches connected with undergraduate education. Organize and coordinate teaching laboratories, computer-based instruction, and tutorial classes accordingly. Complete initial laboratory set-up in accordance with laboratory schedules and requirements. Collaborate with the course instructor to determine how the experiments will be designed to align with and reinforce the defined learning concepts. Provide technical support and assistance related

to the teaching laboratories to students, teaching assistants, and instructors. Design and fabricate instrumentation required for undergraduate teaching. Introduce and demonstrate labs or tutorial sessions to students. Tutor students in programs and assist students with lab work. Train others on proper lab techniques, operating laboratory equipment, and on running efficient and effective tutorial sessions. Compose test questions and assignments and prepare solution sheets for review by others. Assist staff with the preparation and set up of equipment and supplies for laboratories and tutorial sessions. Organize and monitor the on-line learning environment for courses in an academic unit, department, or faculty by ensuring that the appropriate course content information is made available to students. Write a variety of documents such as procedure manuals, correspondence, and reports. Write laboratory manuals in consultation with the lab instructor. Update and maintain detailed records of laboratory preparations, procedures, and results. Prepare a variety of lecture materials including presentation slides and handouts. Provide guidance, advice, and solutions to teaching assistants when resolving student inquiries. Provide teaching assistants with appropriate teaching material as specified by the instructor. Ensure accurate grading of assignments is completed by teaching assistants and report discrepancies to the instructor. Correspond and meet with students to address concerns related to the course including, but not limited to, the resolution of contested grades. Liaise with instructors, teaching assistants, and students to ensure information within the academic unit is understood by all parties. Exchange technical and scientific information amongst colleagues. Operate, adjust, and maintain a variety of equipment and instruments. Troubleshoot equipment and perform minor repairs. Ensure major repair requests are escalated to the appropriate area. Provide basic IT support for teaching laboratories and the Department. Assign tutorials to teaching assistants and arrange teaching assistant office hours. Section classes at the beginning of the year, dealing with all scheduling changes, room reservations, and scheduling conflicts. Assess the need for laboratory equipment and provide recommendations for the acquisition of materials and equipment. Calibrate laboratory equipment according to established calibration standards. Remove waste in accordance with applicable waste handling guidelines. Collect, track, and safeguard student marks and tests. Calculate student marks and submit final grades to appropriate areas. Follow all health and safety procedures as established by the Department and University. Source pricing information, order, and set up materials, equipment, computers, and software required for the facility, laboratory or multiple laboratories. Create and maintain spreadsheets and databases to input, store, and retrieve information as well as update, maintain and verify inventory control of laboratory equipment, supplies, and materials.

Supervision:

Provide direction to others in how to carry out work tasks.

Ensure adherence to quality standards and procedures for short-term staff.

Requirements:
Bachelor's degree or College diploma in a relevant field
Requires 3 years of relevant experience.

Additional Information:
The successful candidate will have effective communication and organization skills, including knowledge of basic computer software such as Microsoft Suite (Word, Excel, PowerPoint, Outlook, Teams, etc...)
The successful candidate will have an interest in working in a university environment to facilitate a positive student experience through hands-on experience in the undergraduate teaching labs.
The successful candidate will have opportunities to innovate and develop new laboratories to connect the course material to ongoing advances in related technologies.

For more information, visit [McMaster University for INSTRUCTIONAL ASSISTANT \(II\)](#)