



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

Date Printed: 2024/04/23

Coordonnateur.trice Departemental De Laboratoire & Terrain/Departmental Laboratory & Field Coordinator

Job ID	EF-5F-08-06-F8-BF		
Web Address	https://careers.indigenous.link/viewjob?jobname=EF-5F-08-06-F8-BF		
Company	Universite Bishop's / Bishop's University		
Location	Sherbrooke, Quebec		
Date Posted	From: 2023-01-18	To: 2023-02-05	
Job	Type: Full-time	Category: Education	
Job Start Date	Des que possible / ASAP		
Job Salary	De / From 28.84\$ A / To 37.65\$ De L'heure / Per Hour (poste Syndique -unionized Position))		
Languages	-Maitrise Du Francais Et De L'anglais (oral/ecrit) / Fluent In French & English (Oral & Written)		

Description

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises.

L'Universite Bishop's recherche un Coordonnateur.trice departemental de laboratoire & terrain pour un poste temporaire a temps plein. Relevant du ou de la Doyen.ne de la Faculte des Sciences et avec les conseils des Directeur.trice.s de departements, le ou la Coordonnateur.trice departemental de laboratoire & terrain sera responsable de superviser les laboratoires du departement de l'environnement et de la geographie pour les programmes en geographie, en sciences de l'environnement, en etudes environnementales et en agriculture et systemes alimentaires durables. Le ou la titulaire du poste aidera les instructeur.trice.s de cours dans la preparation, la presentation et la demonstration des seances de laboratoire et fournira une assistance technique continue, au besoin, pendant ces seances. Il ou elle travaillera en en etroite collaboration avec le corps professoral, le personnel, les etudiant.e.s et les collaborateur.trice.s externes, pour faire avancer la mission educative et le departement.

La semaine de travail est de 25 heures, du lundi au vendredi avec des soirees et fins de semaine occasionnelles. Ce poste ne depassera pas deux ans.

Nature des taches

- Aider les membres de la faculte a offrir aux etudiant.e.s une experience educative de premier plan via des laboratoires, des sorties hors-campus et des activites a la ferme pedagogique;
- Preparer, recueillir, organiser et etaler les materiaux pour les seances de laboratoire;
- Fournir une assistance technique continue pendant les seances de laboratoire et agir a titre de personne ressource pour les etudiants;
- Entretenir les laboratoires departementaux et les equipements utilises pour les travaux pratiques de terrain, y compris l'achat, l'inventaire et la reparation;
- Soutenir le corps professoral dans la planification et l'organisation d'excursions sur le terrain et des seances au laboratoire;
- Gerer et renouveler les licences de systemes d'information geographique (SIG) et d'autres licences de logiciels;
- Organiser et maintenir des dossiers precis; preparer des rapports techniques;
- Gerer les fournitures et le budget des petits equipements;
- Aider les etudiant.e.s des programmes ESG et SAFS avec le travail en laboratoire et sur le terrain;
- Supporter et veiller aux horaires de travail et le budget pour les assistant.e.s etudiant.e.s;
- Assister aux reunions du departement de l'environnement et de la geographie et aux reunions du comite de gestion agricole;
- Veiller au respect des procedures de securite applicables a la ferme agricole pedagogique, aux sorties educatives et aux laboratoires;
- Promouvoir les programmes et activites du departement aupres des institutions et organismes environnants;
- Etablir des relations avec des entites externes et des parties prenantes qui partagent la meme vision de l'environnement, de l'agriculture durable, des systemes alimentaires et de la geographie ;
- Offrir des visites informatives et preparer des presentations sur le service et activites du departement;
- Coordonner l'organisation d'evenements scientifiques et professionnels pour promouvoir l'expansion departemental et assister le ou la Coordonnateur.trice de la ferme dans l'organisation d'evenements lies a l'agriculture et systemes alimentaires durables;
- Favoriser des relations collaboratives avec la communaute environnementale et geographique de la region;
- Effectuer toutes autres taches connexes au besoin.

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Departmental Laboratory & Field Coordinator for a temporary full-time position.

Reporting to the Dean of Science and with guidance from the Department co-Chairs, the Departmental Lab and Field Coordinator will oversee the department's laboratories in the Department of Environment & Geography for their programs in Geography (GEO), Environmental Science (ENV), Environmental Studies (EST) and Sustainable Agriculture and Food Systems (SAFS). The incumbent will assist the course instructors in preparing, presenting, and demonstrating laboratory sessions and provide ongoing technical assistance when necessary, during those sessions. They will work closely with faculty, staff, students and external collaborators, to advance the education and outreach missions of the department. This position has a work week of 25 hours from Monday to Friday with occasional evenings and weekends required. This position will not exceed two years.

Nature of duties and responsibilities

- Assist department faculty members to provide students with a top-rate educational experience for laboratories, field trips off-campus and all activities at the Educational Farm;

- Prepare, gather, organize, and set out materials for laboratory sessions;
- Provide on-going technical assistance during laboratory sessions and act as a resource person for students;
- Maintain departmental laboratories and equipment used for field work, including purchasing, inventorying and repair;
- Support faculty in planning and running field excursions, and laboratory sessions;
- Manage and renew Geographic Information Systems (GIS) licenses and other software licenses;
- Organize and maintain accurate records; prepare technical reports;
- Manage supplies and small equipment budget;
- Assist students from ESG and SAFS with lab/field work;
- Support and oversee the work schedules and budget for student assistants;
- Attend Environment and Geography departmental meetings and Farm Management Committee meetings;
- Ensure compliance with applicable safety procedures, for laboratories, field trips and Educational Farm;
- Promote department programs and activities to surrounding institutions and organizations;
- Build relationships with external entities and stakeholders who share the same vision for environment, sustainable agriculture, food systems and geography;
- Provide informational tours to stakeholders and prepare presentations about the department and its activities;
- Coordinate the organization of scientific and professional outreach events at the departmental level and assist the Farm Coordinator with the organization of SAFS related events;
- Foster collaborative relationships with the environment and geography community in the region;
- Other tasks as assigned.

Experience

- 3 a 5 ans d'experience pertinente, preferablement en milieu scolaire / 3 to 5 years pertinent experience, preferably in a school setting;
- Experience en laboratoire, sur le terrain et a la ferme/ Laboratory, field and farm experience;

Credentials

- Detient un permis de conduire valide (permis classe 4B est un atout)/ Must hold a valid driver's license (Class 4B driver's license an asset);
- Detient un certificat en secourisme (un atout)/First aid certification (an asset)

Education Requirements

- Baccalaureat dans un domaine pertinent (exemple, agriculture, etudes environnementales)/ Bachelor's degree in a relevant field (example, agriculture, environmental studies);

Essential Skills

- Bonne connaissance / aptitude generale en laboratoire et organisation, y compris la capacite a travailler de facon autonome et efficace sont essentiels;
- Connaissance des systemes d'information geographique (SIG) et des logiciels SIG;
- Capacite a s'adapter a un environnement de travail dynamique, au rythme rapide;
- Axe sur le service a la clientele, en educant et accueillant les etudiant.e.s, les professeur.e.s et la communaute a la ferme pedagogique;
- Fort sens de l'initiative et grand accent sur l'amelioration continue;
- Communique efficacement oralement et par ecrit;
- Capacite a travailler de facon autonome et en equipe et est a l'aise de parler devant un groupe;- Familier avec les directives de sante et de securite, y compris SIMDUT (un atout);
- Bonne connaissance de Microsoft Office, y compris des feuilles de calcul;

- Good general laboratory and organizational skills including the ability to work independently and efficiently are essential;
- Knowledge of Geographic Information Systems (GIS) and GIS software;
- Able to adapt to a fast paced, dynamic work environment;
- Customer service focused, welcoming and educating students, faculty and community to the Educational Farm;
- Strong sense of initiative and focus on continuous improvement;
- Communicate effectively in both written reports and oral presentations;
- Ability to work independently and as part of a team, and be comfortable speaking in front of a group;
- Familiar with health & safety guidelines including WHIMS (an asset);
- Proficient with Microsoft Office programs, including spreadsheets

Work Environment

- Disponible pour travailler un horaire flexible, y compris les jours, les soirs et les fins de semaines./Available for a flexible schedule including days, evenings and weekends.

Other

L'Universite Bishop's applique un programme d'Acces a l'egalite en emploi issu de la Loi sur l'Acces a l'egalite en emplois des organismes publics. L'universite accueille les candidate.e.s qui s'engagent a respecter les valeurs d'equite, de diversite et d'inclusion et qui nous aideront a accroitre notre capacite en matiere de diversite et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement defavorises et marginalises, notamment les peuples autochtones, les membres des minorites visibles et ethniques, les personnes handicapees, les femmes et les personnes LGBTQ2S+.

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

How to Apply

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de presentation, en indiquant pour quel poste vous appliquez d'ici le 5 fevrier 2023, 16 :00 a careers@ubishops.ca

Veuillez noter que seules les personnes retenues pour une entrevue seront contactees, et que des tests de selection peuvent etre administres ; merci pour l'interet manifeste. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapees afin de repondre aux besoins en prevenant et en eliminant les obstacles a l'accessibilite. Si vous necessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by February 5, 2023 before 4:00 pm to careers@ubishops.ca.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca