Lab Coordinator

Position Details

Position Information

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Lab Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Department/Unit</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Location</td>
<td>Halifax</td>
</tr>
<tr>
<td>Posting Number</td>
<td>S085-20</td>
</tr>
<tr>
<td>Employee Group</td>
<td>NSGEU Local 77</td>
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<tr>
<td>Position Type</td>
<td>Term</td>
</tr>
<tr>
<td>Duration of Contract (if applicable)</td>
<td>Three Years</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Full Time</td>
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<tr>
<td>Full-time Equivalency (FTE)</td>
<td>1.0</td>
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<tr>
<td>Salary</td>
<td>$21.94 - $26.76 per hour ($39,940 - $48,707 per annum, 35 hours per week)</td>
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<tr>
<td>Classification</td>
<td>T6</td>
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<tr>
<td>Provisional Statement</td>
<td>This is a provisional classification. Formal classification procedures will be initiated by the Compensation &amp; Job Evaluation Unit in approximately six months.</td>
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</table>

About Dalhousie University

Dalhousie University is Atlantic Canada’s leading research-intensive university and a driver of the region’s intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

The Faculty of Computer Science (FCS) offers degrees tailored to match individual interests in a high-tech discipline at the forefront of innovation. Staff work with faculty members to help build a foundation for student success as students prepare, through academics and research, for a career in one of the world’s hottest growth industries. Reporting to the Associate Dean, Academic, the Lab Coordinator provides important support to the Faculty of Computer Science so that the labs for academic courses run smoothly, both administratively and technically.

Key Responsibilities

- Act as a resource person for educational software systems that may be used within the labs and assist instructors in the management of the electronic interface as it
relates to the labs for the course.
- Act as a liaison between instructors and markers, ensuring that the markers are completing grading by deadlines, accepting and approving timesheets in a timely manner. Alert the instructor about any problems that arise.
- At the beginning of each term, train the teaching assistants within the labs. Continue to monitor and assess the teaching assistants throughout the term to ensure they are providing appropriate support within the labs when labs are in progress.
- Monitor the budget for teaching assistants and markers.
- Undertake the administration of the Learning Centre, which includes hiring tutors, setting hours for the Learning Centre and ensuring that tutors are available for their work assignments, timesheets are received, submitted and approved in a timely manner, training, determining hours of work
- Collaborate with other technical staff members within the Faculty of Computer Science to adopt and implement new educational technology within the labs.

Note

Qualifications
Undergraduate degree preferably in Computer Science, plus one to three years experience in a similar role (or equivalent combination of training and experience) is required. Excellent organizational skills and the ability to communicate effectively, both orally and in writing are required. The ability to oversee and train student employees is crucial, including organizing, prioritizing, and scheduling work assignments. Working knowledge of practical teaching/instructional methods and software, as applicable to specific area of expertise.

Job Competencies

Additional Information
Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Application Consideration
Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement
Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies
1

Open Date
03/30/2020