PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>#998512</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Senior Lab Instructor</td>
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<tr>
<td>Department:</td>
<td>Anthropology</td>
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<tr>
<td>Reports to:</td>
<td>Chair of Anthropology</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 8 Indirect_______</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 10</td>
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<tr>
<td>Last Updated</td>
<td>April 2018</td>
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2. Position Summary

The Department of Anthropology is a dynamic, interdisciplinary unit with a strong emphasis on engaged, problem-based learning that incorporates opportunities for field and experiential learning. We offer BA, BSc, MA and PhD degrees. Our research and teaching bridges the natural and humanistic sciences to provide students with the range of skills, knowledge and experience necessary to collaboratively address issues that matter to people, places and the planet. Achieving this requires an ongoing commitment to curricular innovation, community engagement and reflective practice.

The Senior Laboratory Instructor provides leadership and support in the delivery of lower-division labs and more broadly hands-on learning related to archaeology and biological anthropology. The successful candidate will organize, develop and instruct 200-level labs in archaeology and biological anthropology in close coordination with course instructors with specific responsibilities to: create labs and lab-related digital resources; teach labs; supervise TAs assigned to the course teams; hold office hours; prepare marking guides; mark exams and maintain lab grade records. The Senior Laboratory Instructor also facilitates and participates in the development of experiential learning opportunities for undergraduate students and professional development opportunities for teachers. The Senior Laboratory Instructor manages the department’s zooarchaeology teaching and research collection, facilitating researcher access and tracking associated bench fees as well as managing the lab’s digital assets (catalog and databases) and beetle colony. Associated responsibilities include managing as part of a team departmental teaching and lab collections and promoting public education through outreach activities.

3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Expectations:</th>
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<tr>
<td>Teaching &amp; Advising</td>
<td>• Deliver in-class lab instruction to support ANTH 240 &amp; 250 with hands-on learning.</td>
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<td>Students 55%</td>
<td>• Set up lab displays and weekly assignments</td>
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<td>• Mark weekly exercises and lab quizzes</td>
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<td></td>
<td>• Record and maintain lab grades</td>
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<td>• Supervise and train graduate student lab instructors</td>
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<td>• Create and modify Lab Manual materials in coordination with regular faculty.</td>
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</table>
| Support for Experiential Learning 20% | • Order necessary supplies and equipment for teaching labs  
• Provide to undergraduate students information about department resources and programs and campus services  

| Manage zooarchaeology lab 20% | • Facilitate access to departmental collections and resources to support instruction and hands-on learning  
• Act as resource for students and others outside of scheduled lab time to support hands-on learning  
• Assist faculty in mounting hands-on learning opportunities  
• Establish and maintain contacts with local schools, coordinating and participating in educational outreach (lab tours, school visits)  
• Aid development and delivery of annual/semi-annual Pro-D Day training opportunities for teachers  

| Administration and service 5% | • Manage and facilitate student and researcher access to the collections  
• Maintain digital records for the collection (catalog; data base)  
• Maintain dermestid beetle colony  
• Train and supervise student assistants  
• Order necessary supplies and equipment for the zooarchaeology laboratory  
• Ensure lab compliance with biosafety regulations  
• Track bench fees paid by visiting researchers  
• Process additions to the zooarchaeology collection  

4. Classification Factors:  

**Problem-Solving:**  
The person holding this position is required to: trouble-shoot and identify solutions for lab exercises that are not working well; analyze and predict potential problems with lab exercises; assist and instruct students related to lab exercises; improve administrative efficiencies within the department, and; develop creative approaches to engaging students and teachers.

**Responsibility for Financial & Material resources:**  
This position is responsible for tracking periodic bench fees paid by visiting researchers but does not have direct responsibility for accounts.  
This position has shared responsibility for Anthropology teaching collections, laboratory and field equipment.  
This position has shared responsibility for the department’s zooarchaeology lab collection and equipment.

**Responsibility for Human Resources:**  
Given: Supervises teaching assistants assigned to a course on a term-by-term basis. This includes providing feedback to the Graduate Advisor regarding any performance issues. Also trains and supervises work-study students.

Received: Takes direction and guidance from course instructors, from the Undergraduate and Graduate Advisors, and reports to the Chair of the department for all academic issues.
Impact of Decisions and Actions:
Acts collaboratively with instructors to shape curricular direction in 200-level classes and to enhance experiential learning within and outside the university. Individual actions and decisions have an impact on the immediate work of the position and will directly impact the success of the delivery of the labs and the success of the students as well as the value of departmental outreach activities and the quality of its zooarchaeology collection.

Independence:
Work is performed in accordance with clearly defined departmental and university practices, procedures and policies with considerable latitude in selecting work methods. Objectives are set by course instructors, faculty engaged in experiential course delivery, and faculty directors of the zooarchaeology lab, but with considerable autonomy in implementation within scope of departmental policies.

5. Summary of qualifications:
This position requires a Master’s degree (MA or MSc) in Anthropology with a focus on archaeology or biological anthropology.

Experiential requirements include:
- Instructing in a post-secondary environment, including lab instructing
- Demonstrated excellence for innovation in organizing, coordinating and teaching lab sections for large courses
- Data base applications and records management, including basic financial reporting

An equivalent combination of education and experience may be considered.

Knowledge requirements include:
- Foundational knowledge in zooarchaeology
- Demonstrated proficiency in use of spreadsheets and data bases
- Demonstrated capacity for independent work as well as teamwork
- Be a collegial, engaging, decisive and pro-active life-long learner with a commitment to the value of experiential learning.

Competency requirements include:
- Excellent analytical, critical thinking and problem solving skills
- Superior communication skills, both written and verbal
- Ability to build and maintain productive working relationships with all stakeholders
- Ability to work independently and collaboratively in a team environment
- Commitment to a pedagogy of respect and ethically engaged standards
- Ability to work effectively and respectfully with a diverse population of students, faculty and the public
- Demonstrated administrative, organizational and supervisory skills

Assets or Preferences:
- Experience in public outreach/engagement

Employee’s Signature: ___________________________ Date: ________________

Manager’s/Supervisor’s Signature ___________________________ Date: ________________