PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991731</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>Economics</td>
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<tr>
<td>Reports to:</td>
<td>Administrative Officer</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 15  Indirect 0</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 9</td>
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<tr>
<td>Last Updated</td>
<td>October 2019</td>
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2. Position Summary

The Department of Economics in the Faculty of Social Sciences is a well-established, collegial unit with a current complement of 28 regular faculty members and 6 support staff. We offer BA, BSc, MA, and PhD degrees. Our research and teaching cover a wide range of areas with an emphasis on applied and empirical economics. An important goal for our programs is to provide high-quality instruction that combines economic principles with statistical and computational methods.

The Senior Laboratory Instructor (SLI) reports to the department chair for academic matters and the administrative officer for administrative matters. The SLI provides leadership and support related to our econometrics and computational methods courses at both the undergraduate and graduate level. As SLI, they will organize, develop, and instruct in the laboratory programs for these courses in close coordination with the course instructors. The holder of the position requires broad knowledge and skills related to econometrics and the use of mathematical and statistical software.

Specific responsibilities include: prepare and present software workshops, create labs, prepare lab notes for lab instructors, teach labs, supervise lab instructors (student TAs), conduct office hours, coordinate marking for large courses, prepare marking guides, maintain lab webpages, and source and manage databases. The SLI must have expertise in statistical and programming software and will be responsible for lab-based instruction in a variety of software, such as Excel, R, Stata, Python, and EViews.

Additional responsibilities will include: collaborating with faculty to prepare, edit, and keep updated laboratory assignments and assisting in educational outreach activities and independent student research activities.

3. Key Responsibilities and Expectations

<table>
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<th>Key Responsibilities.</th>
<th>Expectations:</th>
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<tr>
<td>% of time</td>
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<tr>
<td>Teaching &amp; Advising Students 40%</td>
<td>Collaborate with course instructors on lab material, instruction, and management</td>
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<td>Deliver in-class lab instruction to students</td>
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<td>Mark exams and assignments</td>
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<td>Act as a resource for students during and outside of scheduled lab times (office hours)</td>
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<td>Provide advice about department computing resources</td>
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| Preparation of Academic Materials | • Work closely with course instructors to create lab material (assignments, teaching notes, marking guides)  
• Develop and present software specific workshops for lab instructors and students |
| Supervise and train lab instructors | • Supervise lab instructors in their lab assignments  
• Train lab instructors as required  
• Coordinate meetings to provide instruction on upcoming labs  
• Answer questions from lab instructors regarding labs  
• Assist lab instructors with student issues |
| Administration | • Compile and maintain grade records as required for course instructors  
• Oversight of economics supported software in graduate lab and university computer labs.  
• Participate in department committees and staff meetings |

4. Classification Factors:

**Problem-Solving:**
Teaching and advising: Work with students directly to facilitate their learning of course material, with an appreciation of different learning styles and abilities.

Preparation of academic materials: Following general guidelines of course instructors and course curricula, develop appropriate lab and course material (such as lab questions with answers, examination questions, and instructional examples) involving statistical or computational analysis of practical problems in economics. This will involve researching and extending existing pedagogical material as well as developing original material. Ongoing assessment of the effectiveness of course material and determining updates required.

Supervision and training: With guidance from course instructors, develop appropriate instructional material for workshops used to train student lab instructors. The material will include practice and demonstration exercises using differing statistical software packages. This will involve researching existing pedagogical material as well as developing original material. A further training role will be to identify and explain complementarities and differences between various statistical packages. Ongoing assessment of the effectiveness of workshop material and determining updates required.

**Responsibility for Financial & Material resources:**
The position does not have any direct responsibility for budget or financial resources. The position will have shared responsibility and oversight of computer software in Economics graduate computer laboratory, working with the AO and Desktop Support Services. The position will also coordinate with University Systems for oversight of economics-related software installed in student computing facilities across campus.

**Responsibility for Human Resources:**
The position will train and supervise student lab instructors on a term-by-term basis. Training and supervision will be in conjunction with course instructors and department chair or designate. The position will provide feedback to the AO regarding any performance issues of student lab instructors.

**Impact of Decisions and Actions:**
The preparation of academic materials, supervision/training of student lab instructors, and associated administration will directly impact the success of the delivery of the labs and workshops, and the success of the students throughout our programs.
Independence:
Objectives are set by the department chair and course instructors based on course objectives and departmental policies with work performed in accordance with clearly defined departmental and university practices, procedures and policies. The SLI makes independent decisions on day-to-day activities in alignment with these and within the terms and conditions of employment as outlined in current labour laws and collective agreements. Some latitude is given to the SLI in selecting work methods.

5. Summary of qualifications:
This position requires an MA or MSc in economics or statistics ideally with 1-2 years experience in computer-based lab instruction and course material development in an academic environment, and experience with managing and coordinating computer-based lab instruction and workshops. An equivalent combination of education and experience may be considered.

Knowledge requirements include:
- Proficiency in statistics, econometrics, and computer modelling
- Proficiency in programming languages and statistical software programs (e.g. EViews, Python, R, SAS, Stata)
- Familiarity with networking, file management, operating systems, and web authoring software

Competency requirements include:
- Excellent analytical, critical thinking and problem-solving skills, and good judgement
- Superior communication skills, both written and verbal
- A lifelong learner who is collegial, engaging, decisive and pro-active
- Ability to work independently and collaboratively in a team environment
- Proven track record achieving project goals on time and produce deliverables of a high quality
- Ability to work effectively with a diverse population and with all levels of university personnel
- Demonstrated administrative and organizational skills

Employee's Signature: ___________________________ Date: ____________

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