DOUGLASCOLLEGE

STAFF JOB DESCRIPTION

JOB DESCRIPTION:	Laboratory Technician IV - Geography		
DEPARTMENT:	Faculty of Humanities and Social Sciences		
REPORTS TO:	Associate Dean, Humanities and Social Sciences		
JOB DESCRIPTION #:	440.02	PREVIOUS JOB DESC. #:	
PAY LEVEL:	15		
ORIGINAL DATE:	December 1997		
LAST REVISED DATE:	February 2012, March 2016		

Primary Function:

To provide laboratory instruction, evaluation and supervision of students in the geography laboratory including preparation of materials for use in the laboratory. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

Responsibilities:

1. **Provides laboratory instruction and demonstration related to college geography courses.**
   a. instructs students with respect to the laboratory component of college geography courses in the laboratory and during field trips;
   b. demonstrates the correct use of computers and equipment in the laboratory;
   c. instructs students with respect to safety procedures;
   d. supervises students in the laboratory, ensuring compliance with safety procedures;
   e. develops and implements strategies to facilitate student learning.

2. **Evaluates student work and performance in relation to laboratory requirements.**
   a. evaluates written work submitted by students as well as the performance of students in the laboratory in relation to laboratory requirements of courses;
   b. assesses and assigns final laboratory grades;
   c. provides additional assistance to students, outside of regularly scheduled laboratory times, in relation to course work.

3. **Prepares materials for use in the laboratory.**
   a. assesses new information and determines its relative value in relation to facilitating student learning in the laboratory;
   b. sets and evaluates laboratory quizzes and exams;
   c. maintains, updates and arranges for printing of laboratory manuals;
   d. creates and/or initiates the development of supplementary instructional materials such as posters, information sheets, etc.;
   e. researches, designs and writes experiments for student use.

4. **Performs other duties as assigned.**
    a. creates, maintains and updates report sheets;
    b maintains records of geography laboratory grades;
    c. sets up laboratory equipment and demonstrations and ensures equipment is in good working order;
    d. participates as a discipline member in the revision of laboratory materials and manuals;
    e. maintains currency with respect to geography and geography laboratory instruction.

Supervision or Guidance Exercised:

Supervises students and student assistants in the laboratory with some responsibility for scheduling, assigning or coordinating work.

Physical Assets and Information Management:

Operates and demonstrates the correct use of a variety of scientific laboratory equipment; arranges for maintenance of laboratory equipment; provides laboratory instruction to students; maintains records of student laboratory grades.

Financial Resources:

Signs for supplies at the Bookstore; purchases supplies using petty cash funds.

Required Education and Experience:

- Bachelor's Degree in Geography (Physical Geography preferred) from a recognized post-secondary educational institution.

Required Knowledge, Skills and Abilities:

- Good working knowledge of the English language (written and verbal).
- Excellent working knowledge of the operation and routine maintenance of laboratory and field equipment and apparatus together with a good working knowledge of safety measures related to the operation of an Open Geography Laboratory.
- Demonstrated ability to engage with students and accurately explain geographic concepts including working with quantitative data and equations.
- Demonstrated ability to communicate courteously and effectively in person, in writing, and over the telephone with students, faculty, administrators, staff and the public.
- Demonstrated currency in the field of Geography including concepts and trends.
- Ability to plan and coordinate support required in the classroom, open lab and field environments.
- Proven ability to effectively demonstrate proper laboratory and field techniques to students.
- Demonstrated ability to organize, operate and maintain supplies for the open lab.
- Ability to function effectively in field conditions, including transporting, setting up and using field equipment.
- Demonstrated ability to work independently with minimum direct supervision as well as establish priorities and achieve deadlines.
- Ability to maintain a high degree of confidentiality and professionalism.
- Ability to work effectively in a team environment with faculty and staff.
- Proficiency with computers and geography-related software such as ARC GIS.

This job description reflects the general responsibilities and duties associated with the job and should not be viewed as a comprehensive list of job tasks.