

Art Room Monitor (65882) – Education Building

Job Location: Education Building

Job Description:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated individual to monitor the arts wing in the Education building.

The duties for this position are:

- Monitor the visual art and other arts wing rooms over lunchtime 2-3 days per week
- Depending on experience, develop and implement lunchtime arts workshops for BEd students
- Create or update the database of art supplies
- Monitor the supply of consumable materials and alert faculty or the department head when supplies are low so more can be ordered
- Organize and maintain rooms in the arts wing so all equipment and materials are stored safely
- Work with arts education faculty to determine priorities for future art room purchases.

Competencies/Skill and Learning Outcomes: Text

ARTS BACKGROUND: The preferred candidate will have a background in one or more of the arts and a familiarity with visual arts, music, and/or theatre equipment and materials.

PLANNING AND ORGANIZING SKILLS: The preferred candidate will effectively apply organizing and planning skills to manage work and meet deadlines.

COMMUNICATION SKILLS: The preferred candidate will communicate effectively with course instructors and department head to ensure work expectations are met. This will include discussing doubts and required clarifications as needed to complete work. Monitors will be expected to respond timely to email communications and readily communicate changes of schedule to arts course instructors.

Job Requirements: The preferred applicant will be a student in the Faculty of Education.

Salary: 15.30/hr

Start/End Date: 09/18/2023 - 03/01/2024

Science Lab Monitor (65884) – Education Building

Job Location: Education Building

Job Description:

The Faculty of Education, Department of Curriculum, Teaching and Learning is currently looking for a self-motivated and organized individual to monitor the science laboratories in the Education building.

The duties for this position are:

- Create and maintain the inventory of science equipment and materials in the labs
- Prep for classes and clean up after classes
- Organize and maintain the laboratory so all equipment and materials are stored safely
- Monitor the supply of consumable materials and alert science course instructors when supplies are low
- Prepare the supplies orders and send them to science course instructors for approval

Competencies/Skill and Learning Outcomes:

- **SCIENCE BACKGROUND:** The preferred candidate will have a background in science and familiarity with scientific equipment and materials.
- **PLANNING AND ORGANIZING SKILLS:** The preferred candidate will effectively apply organizing and planning skills to manage work and meet deadlines.
- **COMMUNICATION SKILLS:** The preferred candidate will communicate effectively with course instructors and department head to ensure work expectations are met. The candidate will discuss doubts and require clarifications as needed to complete work. The candidate will respond timely to email communications and readily communicate changes of schedule to science course instructors.

Salary: \$15.30/hr

Start/End Date: 09/18/2023 - 03/01/2024