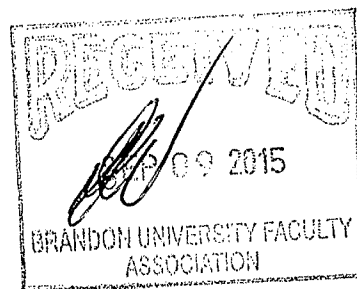


### C.1.1 Instructional Associate in Languages

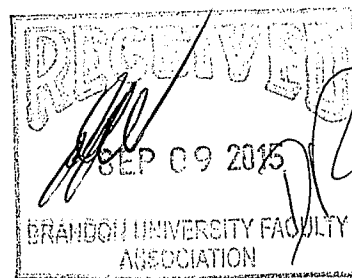
- a) Preparation of materials for laboratory components of the introductory French language courses,
- b) Supervision of Departmentally scheduled laboratory periods and assistance to instructors for courses offered by the Department when required,
- c) The normal teaching load consists of up to 3.0 credit hours of laboratory instruction per year. There are no assigned lecture hours.
- d) Assistance to members of the Department of Classical and Modern Languages in their research and teaching functions as needed within the language laboratory,
- e) Preparation of other taped materials normally used for teaching by members of the Language Department in or out of the laboratory,
- f) Ordering and maintenance of equipment, supplies and materials, including requesting service calls by qualified technical personnel when required,
- g) Maintenance of financial and other records of the laboratory (i.e. attendance, copying, etc.),
- h) Maintenance of the Language Laboratory Tape and Book Collections, and
- i) Such other appropriate duties as may be agreed to by the Department through consultation with the incumbent.



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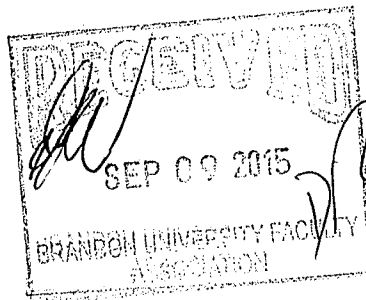
### C.2.1.1 Instructional Associate in Biology (Introductory emphasis)

- a) Preparation of materials and direction of 15:162 and 15:163 laboratories; including updating and revising lab material, weekly preparation of labs, preparation of answer keys, grading of lab assignments, maintenance of class records, setting and marking laboratory tests and supervision of student laboratory assistants. Some assistance in invigilating and marking of 15:162 and 15:163 examinations,
- b) The normal standard teaching load of this position, as per Article 9.3.1.d, is 15 to 17 credit hours of laboratory instruction and 0 credit hours of course instruction per academic year,
- c) Supervise and train student assistant(s) for 15:162 and 15:163 and Biology student assistants in the greenhouse,
- d) Occasional preparation assistance for labs in 15:261, 15:262, 15:282, 15:369, 15:371, 15:467, 15:480,
- e) Ordering and receiving departmental supplies and equipment in cooperation with other Biology IAs,
- f) Maintenance and storage of departmental equipment and supplies in cooperation with other Biology IAs,
- g) Maintenance of departmental teaching inventories in cooperation with other Biology IAs,
- h) Maintenance of teaching-related biological collections (including Biology's holdings in the greenhouse),
- i) Some opportunity for independent research may occur, and
- j) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent. (e.g. serving on committees such as the Brandon University Biosafety Committee).



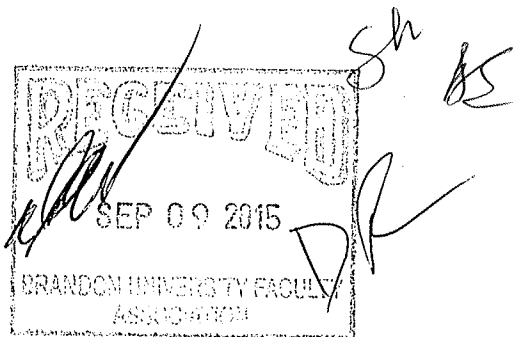
C.2.1.2 Instructional Associate in Biology (laboratory emphasis)

- a) Normal standard teaching load of this position as per Article 9.3.1.d is 3 to 6 credit hours of laboratory instruction and 0 to 4 credit hours of course instruction per academic year,
- b) Instruction of Biology courses in and supervision of topics/honors students, as determined by the department in consultation with the incumbent,
- c) Assistance in ordering supplies and/or preparation of Biology laboratories: 15:171, 15:172, 15:267, 15:280, 15:363, 15:366, 15:370,
- d) Assist in the supervision, training and administration of student assistant(s) for 15:171 and 15:172,
- e) Ordering and receiving of Departmental supplies in cooperation with the other Biology IA's,
- f) Maintenance and storage of equipment and supplies in cooperation with the other Biology IA's,
- g) Maintenance of teaching-related biological collections in the Biology Department,
- h) Assist the Chairperson with the Departmental budget and financial records.
- i) Serve as the Biology Department's liaison with the Workplace Health and Safety Office,
- j) Some opportunity for independent research may occur, and
- k) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent (e.g. serving on committees such as the Brandon University Biosafety Committee).



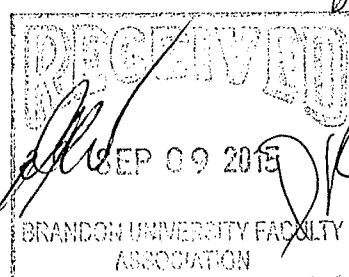
### C.2.1.3 Instructional Associate in Biology Dept (Animal Care Technician)

- a) Manage the Vivarium including care and health of the animals, ordering, storage, and maintenance of equipment and supplies, maintaining cleanliness of facility, ordering of animals for research and teaching laboratories, record keeping, developing and updating Standard Operating Procedures (SOPs);
- b) Serve on the Brandon University Animal Care Committee (BUACC);
- c) Occasional assistance in preparation of Biology laboratories as may be assigned by the Department through consultation with the incumbent: 15:162, 15:163, 15:282, 15:369 and 15:480;
- d) The normal standard teaching load of this position, as per Article 9.3.1.d is 0 credit hours of lab instruction and 0 of course instruction per academic year;
- e) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent and in cooperation with other IAs;
- f) May serve as the IA representative on the Brandon University Biosafety Committee (BUBC).



### C.2.2 Instructional Associate in Chemistry

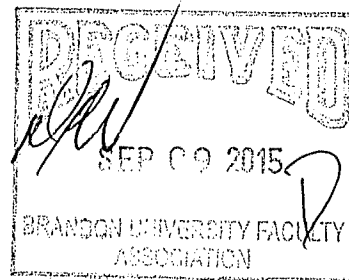
- a) Coordination and instruction of first year Chemistry course laboratories (in General Chemistry I - 18:160, and General Chemistry II - 18:170), including preparation of laboratory materials and manuals, preparation of laboratory report marking guides and answer keys, hiring and supervision of student laboratory assistants and laboratory report markers and maintenance of laboratory class records,
- b) The normal standard teaching load of this position, *as per Article 9.3.1.d, is 6.75 credit hours* of laboratory instruction per academic year; 5 laboratory sections of 18:160 with student assistants ( $5 \times 3.0 \times \frac{1}{4} = 3.75$  credit hours) and 4 laboratory sections of 18:170 with student assistants ( $4 \times 3.0 \times \frac{1}{4} = 3.0$  credit hours),
- c) Coordination of Computer-Assisted Personalized Assignments (CAPA) for 18:160 and 18:170 courses, and maintenance of student assignment records,
- d) Operation of chemical store rooms, including ordering of departmental supplies and equipment,
- e) Restock the main chemical store room with solvents, and supply other materials needed for departmental labs,
- f) Arrange for required maintenance of departmental facilities and equipment,
- g) Maintenance of departmental accounts and financial records,
- h) Technical assistance to faculty members in their research programs,
- i) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus,
- j) Other duties as may be assigned by the Department and through consultation with the incumbent include advising students, participation in chemistry outreach programs, and providing technical assistance in senior labs.



**IA Job Description  
Faculty of Science**

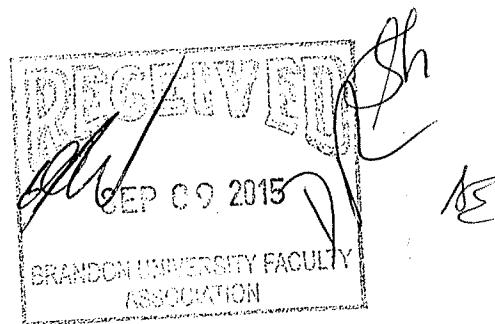
**C.2.3 Instructional Associate in Chemistry/Mathematics/Physics**

- a) Instruction and evaluation of the two-term Chemistry course "Introduction to Chemistry, 18:090 (6 credit hours), including setting up, instruction and supervision of two 2.5 hour lab sections each with a lab assistant ( $2 \times \frac{1}{4} \times 2.5 \text{ hr} \times 2 \text{ terms} = 2.50 \text{ credit hours}$ ), and maintenance of class records.
- b) Instruction and evaluation of the two-term Physics course "Elementary Concepts in Physics, 74:090 (6 credit hours), including instruction of the 3.0 hour lab section with a lab assistant ( $\frac{1}{4} \times 3 \text{ hours} \times 2 \text{ terms} = 1.5 \text{ credit hours}$ ), and maintenance of class records.
- c) Instruction and evaluation of the two-term Mathematics course "Basic Mathematics, 62:090 (6 credit hours), including instruction of 3.0 hours of labs with a lab assistant ( $\frac{1}{4} \times 3 \text{ hours} \times 2 \text{ terms} = 1.5 \text{ credit hours}$ ), and maintenance of class records.
- d) Instruction and evaluation of the one-term Mathematics "Core Mathematics, 62:091", including instruction of 3.0 hours of labs with a lab assistant (0 credit hours because 62.091 is the first half of the Basic Math course. It is offered in the same slot and room and has the same lab time and room as the Basic Mathematics course, in first term), and maintenance of class records.
- e) The normal standard teaching load of this position, as per Article 9.3.1.d, is 24 credit hours per academic year, consisting of 18 credit hours of course instruction and 5.5 credit hours of lab instruction.
- f) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.



#### C.2.4 Instructional Associate in Geography

- a) Assist with and/or instruct Geography course laboratories, as determined by the Department. Responsible for the organization, instruction, and assessment of student performance in laboratories in the following Geography courses: 38:170, 38:286, 38:353, 38:376. This corresponds to a normal standard teaching load that may range from 8.5 to 12 credit hours in laboratories per academic year (calculated per Article 9.5.ix) and depends on actual course laboratory offerings in a given academic year;
- b) May assist with and/or instruct of Geography courses as determined by the Department, however the normal standard teaching workload for instruction of Geography courses resulting from lecture contact hours is 0 (zero) credit hours;
- c) Prepare cartographic materials (maps, diagrams, etc.) for faculty research and classroom use;
- d) Provide technical assistance to faculty members in their research programs;
- e) Procure, organize and maintain (i) the Topographic Maps and Map Library, and (ii) the Air Photos and Air Photo Library;
- f) Prepare or provide outreach to and training for BU staff and students with regard to the Map Library materials, and serve as departmental contact with the main library;
- g) Order, administer and maintain departmental lab computer hardware and software;
- h) Order, store and maintain departmental equipment and supplies;
- i) Maintain and update departmental web page;
- j) Maintain departmental accounts and financial records;
- k) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus; and
- l) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.

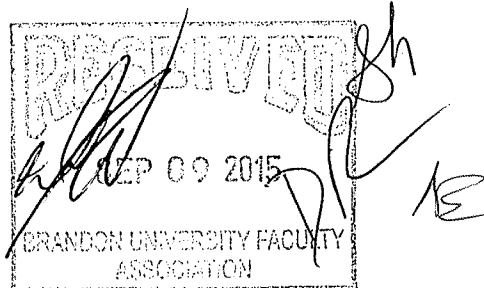


### C.2.5 Instructional Associate in Geology

- a) Supervision of first year Geology laboratories for 42:160 and 42:161(2.25credit hours), including preparation of laboratories, supervision of laboratory assistants, preparation of marking sheets and answer keys, grading of lab assignments, preparation and grading of laboratory exams, and maintenance of class records.
- b) Provide undergraduate instruction in a variety of 2nd to 4th year Geology laboratories 42:282, 42:283 and 42:466 (2.25credit hours).
- c) Provide undergraduate instruction in up to two Geology courses 42:283 (lectures) and 42:333 the Field Geology course(6 credit hours).

The classes and labs listed above in a), b) and c) correspond to a normal standard teaching load of 10.5 credit hours per academic year (variations do occur and have ranged from 9 to 13.5 credit hours). Credit hours were calculated as per Article 9.5ix.

- d) Act as curator of the Departmental teaching collections of minerals, rocks, ore specimens and paleontology specimens, including teaching kits for loan to teachers in SW Manitoba and Education students,
- e) Prepare specimens for teaching and research,
- f) Prepare and maintain geology displays and promotional material,
- g) Arrange for repair and maintenance of Departmental equipment as required,
- h) Purchase equipment and supplies for the Department and maintain the Department's financial records,
- i) Provide technical assistance to faculty for their research,
- j) Maintain and update the Geology web page,
- k) Serve as the Department's representative for Workplace Hazardous Material Information System (WHMIS) on campus, and
- l) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.





**C.2.5.1 Instructional Associate in Geology (Micro Analytical Facility Laboratory Technician)**

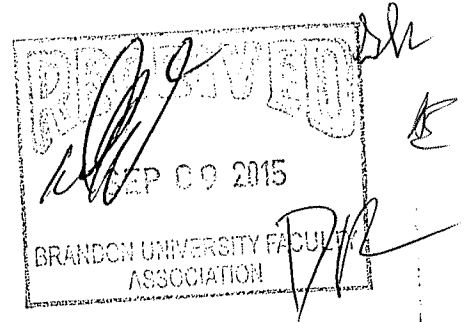
- a) Primarily operate and maintain the analytical scanning electron microscope, and also other research equipment in Geology including, but not limited to, thin section preparation facility, and XRD/XRF instrument
- b) Provide assistance in research projects and assist and collaborate with internal and external partners in their research, and to initiate research in collaboration with BU Faculty
- c) Develop and execute the Laboratory business plan and contact and liaise with external industry, government, and academic users
- d) Supervise all work in the Laboratory and train all users of the Laboratory equipment
- e) The standard teaching load is zero (0) to three (3) credit hours for this position for 42.499 (2 credit hours) and 42.499 (1 credit hour)
- f) Affirm the integrity of results from the analytical scanning electron microscope
- g) Develop and implement a public relations/advertising strategy for the Laboratory, and
- h) Such other appropriate duties as may be assigned by the Department or Dean through consultation with the incumbent.

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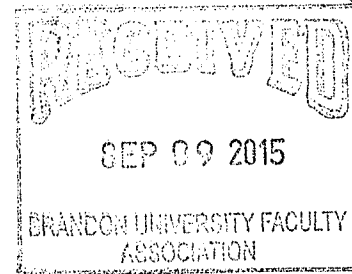
**IA Job Description Sample Template  
Faculty of Science**

**C.2.6 Instructional Associate in Mathematics and Computer Science**

- a) Assistance with course laboratories in "Contemporary Math, 62:152", "Computer Science I, 62:160", "Computer Science II, 62:161", "Intro to Statistics, 62:171", "Intro to Statistical Inference, 62:172", "Calculus I, 62:181", "Linear Algebra I, 62:182" and "Calculus II, 62:191".
- b) The normal standard teaching load of this position, as per Article 9.3.1.d, is 4~6 credit hours of laboratory instruction per academic year.
- c) Hire and supervise markers and lab assistants for the Department,
- d) Hire and supervise lab advisor for math study hall,
- e) Assist with senior labs as required,
- f) Administer and supervise tests,
- g) Prepare marking sheets, marker notes and answer keys for first year course when necessary and upon agreement with individual faculty members,
- h) Arrange for tests to be marked and maintain mark records,
- i) Answer Student inquiries,
- j) Post and keep regular office hours for each academic term as approved by the Department,
- k) Provide liaison with Information Technology Service,
- l) Serve as the Department's representative for Workplace Hazardous Materials Information System (WHMIS) on campus,
- m) Provide such technical support for research and course development as required,
- n) Arrange for repair and maintenance of Department equipment, exclusive of individual faculty member's equipment,



- o) Perform public relations duties for the Department both within the university and within the community and surrounding area,
- p) Maintain the Departmental accounts and financial records,
- q) Maintain and update the Department web page, and
- r) Such other appropriate duties as may be assigned by the Department through consultation with the incumbent.



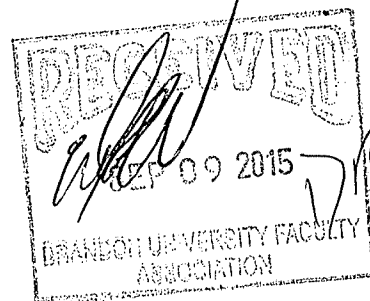
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**IA Job Description  
Faculty of Science**

**C.2.7 Instructional Associate in Physics and Astronomy**

- a) The normal teaching load is 6.75 CH of which 3.0 CH is teaching and 3.75 CH is laboratory, as described in b) and c).
- b) Assistance with the second year courses, Electricity and Magnetism, Optics and Modern Physics courses (0.75 CH for each for a total of 2.25 CH), including setup and maintenance of all equipment, laboratory instruction of students, laboratory scheduling, and training of student demonstrators as necessary.
- c) Instructor for the lecture and laboratory the third year course, Electronics (3.0 CH for lectures and 1.5 for laboratory).
- d) Preparation of manuals for existing and new laboratories.
- e) Maintenance of equipment for the first year courses, General Physics I and II, Foundations of Physics I and II, and Elementary Concepts of Physics; the second year course Computational Physics; and, the third year course, Advanced Physics Laboratory.
- f) Maintenance, installation and configuration of department research equipment and high performance cluster computing facilities & classroom demonstrations.
- g) Maintenance, installation and configuration of student computing lab.
- h) Ordering equipment used for student labs & faculty research.
- i) WHMIS representative for Department.
- j) Assist and advise on technical issues for NMR laboratory.
- k) Monitoring departmental Budget
- l) Other duties as deemed appropriate by the Department in consultation with the incumbent.



## APPENDIX C: JOB DESCRIPTIONS OF INSTRUCTIONAL ASSOCIATE POSITIONS

### C.3 Health Studies

The Instructional Associates are academically responsible to the Department, through its Chair, and administratively responsible to the Dean. An individual Instructional Associate does not necessarily assume all of the outlined responsibilities.

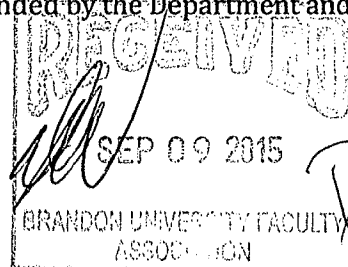
#### C.3.1 Instructional Associate in Nursing

##### Teaching Duties:

- a) Provides direct and indirect clinical supervision and evaluation of undergraduate students in laboratory and clinical courses;
- b) Prepares skills laboratories, including set up and take down of equipment;
- c) Works collaboratively with nursing faculty to develop, implement and evaluate simulated undergraduate learning experiences in high, medium, and low fidelity laboratories;
- d) Assists and/or provides course instruction in Health Studies courses as per Article 8 and Article 9.3.1;
- e) Normal teaching load is 21 credit hours of combined lecture, laboratory, and practica. Teaching load may be adjusted upwards or downwards depending upon other substantive duties as recommended by Department and assigned by the Dean.

##### Other Duties:

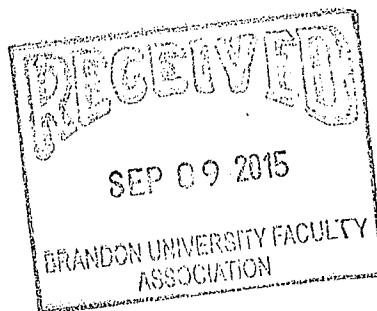
- a) Maintains laboratory equipment and inventories; orders supplies as needed;
- b) Assists with the orientation and mentorship of new instructional associates and sessional clinical faculty;
- c) Participates in University, Faculty, and Department committees and service in professional organizations;
- d) Assists faculty members in their research programs as mutually agreed;
- e) Assesses and tests student clinical skills' performance for re-entrance to the nursing program and recommends re-instatement;
- f) Acquires and maintains knowledge of current policies and procedures in healthcare settings applicable to the job description;
- g) Maintains professional RN or RPN designation;
- h) Such other appropriate duties as may be recommended by the Department and approved by the Dean in consultation with the incumbent.



### **C.3.2 Instructional Associate in Psychiatric Nursing**

#### **Teaching Duties**

- a) Laboratory planning, preparation, teaching, and evaluation;
- b) Facilitation of open lab times on a regular and as needed basis;
- c) Works collaboratively with academic faculty to develop, implement and evaluate simulated learning experiences in high, medium, and low fidelity laboratories;
- d) Assists and/or provides course instruction in Health Studies courses as per Article 8 and Article 9.3.1;
- e) Provides direct and indirect clinical supervision and evaluation of undergraduate students in laboratory and clinical courses.
- f) Submits documentation related to student performance to course instructor for grade allocation;
- g) Normal teaching load is 21 credit hours of combined lecture, laboratory, and practica. Teaching load may be adjusted upwards or downwards depending upon other substantive duties as recommended by Department and assigned by the Dean.



#### **Other Duties:**

- a) Acquires and maintains knowledge of current policies and procedures in healthcare settings applicable to the job description;
- b) Maintains laboratory equipment and inventories; orders supplies as needed;
- d) Assists faculty members in their research programs as mutually agreed;
- e) Assists with the orientation and mentorship of new instructional associates and sessional clinical faculty;
- f) Provides guidance and extra remedial instruction, counselling, and tutorials;
- g) Conducts clinical skills testing for re-entrance to program;
- h) Participates as a member of Department/Faculty/University Committees;
- i) May serve as a representative on community and/or professional committees and/or boards;
- j) Contributes to program and curriculum development and delivery;
- k) Maintains professional RN or RPN designation;
- l) Such other appropriate duties as may be recommended by the Department and approved by the Dean in consultation with the incumbent.

### C.3 Health Studies

#### Student Advisor

This position reports to the Dean of the Faculty of Health Studies. There is not normally any teaching workload associated with this position. The position may include duties as follows:

- a) Participates in the development and implementation of pre-enrolment and on-going advising to assist students with academic, personal, social, vocational, and financial concerns;
- b) Provides information about and undertake referral counselling to appropriate resources both on and off campus;
- c) Serves as an advocate for students and groups of students;
- d) Participates in the development, maintenance, and assessment of student support systems and programs;
- e) Plans and conducts orientation sessions for Pre Nursing/Pre Psychiatric Nursing students and for students entering Year 2 of the Bachelor of Nursing/Bachelor of Psychiatric Nursing programs;
- f) Reviews applicants for admission to the Bachelor of Nursing/Bachelor of Psychiatric Nursing programs. Calculates admission GPA of applicants and ensure admission requirements are met in preparation for Admissions Committee meetings;
- g) Maintains student records (eg. Immunization and CPR records) to ensure compliance with Department of Nursing/Department of Psychiatric Nursing regulations;
- h) Participates in recruitment activities/public speaking sessions and maintains promotional materials to promote the Bachelor of Nursing/Bachelor of Psychiatric Nursing programs;
- i) Performs public relations duties for the Department of Nursing/Department of Psychiatric Nursing within the University, the community, and surrounding areas; and
- j) Performs such other duties as may be assigned by the Dean of the Faculty of Health Studies through consultation with the incumbent.

