Academic Year 2020-2021

Law Student Educational Technology Assistant

Posting date: August 25, 2020
Closing date: September 1, 2020

The Faculty of Law, Queen’s University, requests applications from graduate or JD students interested in a casual Educational Technology Assistant position for the 2020-2021 academic year. The focus of this position will be supporting split classroom-based educational technology.

Key Responsibilities:
- Work with Faculty of Law IT personnel to support classroom technology required for split classes (i.e., classes with students attending in-person and remotely).
- Transport equipment from the law school to classrooms across campus, set up equipment for Zoom classes, return to classrooms at the end of class to remove equipment, and transport it back to the law school.
- Perform basic troubleshooting of computer hardware/software when necessary.
- Follow and promote all protocols for cleaning and sanitizing equipment, and physical distancing on campus and particularly in classrooms.
- Support remote classes as required.

These responsibilities will be conducted primarily in-person and, in some cases, remotely through distance communication tools.

Qualifications:
These positions are open to current students of the Faculty of Law JD, LLM, or PhD program. Strong communication and client service skills. Applicants need not have prior experience in technology, but should be comfortable with technology and setting up equipment under time constraints and performing basic troubleshooting. Experience with video-conferencing software (e.g. Zoom) would be an asset. Hours will be variable and occurring in accordance with the JD program Timetable.
Appointment Details:
Length of Appointment: September 14 to December 4, 2020, with an option to renew for Winter Term
Hours per Week: variable
Hourly Rate: $15.50 (+4% in lieu of vacation and/or benefits)

Application Procedure
Applicants should provide a resume, cover letter, names and contact details of two referees who may be contacted, and a class schedule indicating availability for work.

Please address applications to:

Miranda Gavidia, Human Resources and Staffing Officer
Email: lawpositions@queensu.ca

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. If you require accommodation during the application process, please contact Miranda Gavidia.

For additional details and information on the position, please contact:

Miranda Gavidia, Human Resources and Staffing Officer
Macdonald Hall
128 Union Street
Kingston ON K7L 3N6
lawpositions@queensu.ca; (613) 533-6000 ext. 74256