



## BCGEU POSITION DESCRIPTION

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**POSITION TITLE:** Lab Instructor, Faculty of Arts                      **JOB NUMBER:** 813  
**DEPARTMENT:** Faculty of Arts  
**PAY LEVEL:** 13  
**DATE CREATED:** February 2022  
**DATE REVISED:**

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### PRIMARY FUNCTION

This position reports to the Divisional Business Manager and works in collaboration with the Department Chair/Coordinator, instructors, and a team of Lab Instructors.

The Lab Instructor assists the Faculty of Arts with overall course delivery in designated departments by assuming responsibility for reviewing material with students, student guidance and assessment (including participation in the class and lab component of any course). In addition to instructing students on lab procedures and the use of lab equipment, the Lab Instructor researches, conduct experiments, and introduces new materials, equipment and procedures to advance the program. The Lab Instructor may support any program or course offered by the relevant department(s).

The class and lab assignments and learning objectives will be provided by the instructor. Standard and prescribed industry practices will be created in collaboration between instructors, Lab Instructors, and students. Using these, Lab Instructors are expected to perform their duties with a minimum of managerial supervision and work effectively with other Lab Instructors, faculty members, student mentors, the KPU community, and the Entertainment Arts industry.

### JOB DUTIES AND TASKS

1. Provide instructional support, practical demonstrations, and supervision of students and lab equipment.
2. Reinforce lessons presented by instructors by reviewing material with students one-on-one or in small groups daily.
3. Provide demonstrations to students using latest industry techniques and technology as requested by the instructor or students.
4. Assist instructors with class and lab preparation by readying materials, equipment, and the teaching space daily.
5. Assist faculty with the creation and revision of manuals and student lab projects each semester.
6. Assist instructors with recordkeeping, such as tracking attendance and tabulating grades daily.
7. Guide students and faculty to ensure classroom and labs are a safe and orderly place daily.
8. Provide instruction to students including explaining practical objectives, methods and techniques daily.
9. Field questions regarding equipment, materials and assignments daily. Use discernment to answer the questions, request assistance from the faculty member, or suggest resources to the student.
10. Answer student questions and review with students previously taught material during non-lecture portion of class, labs, and open lab times daily. This includes but is not limited to current industry related software, technology, practices, and standards.
11. Supervise students on field trips as needed.



12. Assist with other tasks in the general operations of the Faculty of Arts as requested by their supervisor.
13. Participate in the Lab Instructor search process including recruiting, interviewing, onboarding, and training.
14. Complete projects related to current industry standards, technology, practices, and other duties as needed.
15. Ensure equipment and resources are stored properly in a safe and secure environment daily. This includes but is not limited to collaborating with faculty, senior leaders, and other KPU stakeholders to ensure current KPU standards are being met and risks unique to the Entertainment Arts have been considered and mitigated wherever possible.
16. Raise concerns regarding the security of equipment, software, and information to their supervisor.
17. Arrange access for students, staff, casual employees, and faculty to restricted items as needed.
18. Build and maintain strong working relationships across the University, including staff, faculty members, and administration.
19. Create a positive and meaningful student experience with a student-first approach daily.
20. Present and communicate information in a clear and concise manner across all mediums (e.g. oral, written, and visual). This may include and is not limited to social media, websites, in person meetings/classes, virtual meetings/classes, e-mail correspondence, phone calls, etc. daily.
21. Interact effectively with a variety of individuals with diverse backgrounds and needs on a regular basis.
22. Liaise effectively and diplomatically with internal and external stakeholders on behalf of the Faculty of Arts daily.
23. Demonstrate the current industry entry level technical knowledge required of at least one of the industry sub-categories that the Faculty of Arts provides to students.
24. Remain current in industry entry level technical knowledge requirements of one of the industry sub-categories that the Faculty of Arts provides to students.
25. Operate, troubleshoot, and arrange/conduct routine maintenance of industry equipment, such as computers, technology, and software as appropriate to assigned programs.
26. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

**SUPERVISION RECEIVED:**

This position reports to the Divisional Business Manager.

**SUPERVISION/DIRECTION EXERCISED:**

This position supervises students during labs and on field trips.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Set up, maintain, and update lab files and filing systems, control dissemination of information, operate various lab and office equipment.

**FINANCIAL RESOURCES:**

Recommend purchases related to assigned projects.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*



#### **EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Experience working collaboratively as an effective team player.
- Proven ability to take initiative when working both independently and as part of a team.
- Proven ability to juggle and prioritize tasks, work to meet deadlines and demands, make responsible decisions, and determine when to seek advice.
- Experience developing, planning, and administering systems and/or projects.
- Demonstrated attention to detail.
- Demonstrated ability to exercise sound judgment in making critical decisions.
- Experience in identifying problems, evaluating alternatives, consulting with stakeholders, and implementing effective solutions.
- Proven ability to think innovatively and creatively to implement new systems and procedures. Evaluate their effectiveness.
- Experience in Microsoft Office suite (e.g. Excel, Outlook, PowerPoint, Word).
- Proven ability to quickly learn new software and equipment as needed.
- Proven ability to exercise tact, diplomacy, and resolve conflicts.
- Experience to providing guidance, training, and instruction to others.
- Demonstrated innovation and change-management skills which include supporting and encouraging new ideas and approaches to build organizational efficiency.
- Excellent communication, organizational, time management, and interpersonal skills is required.
- Demonstrated ability to maintain discretion and confidentiality is required.

#### **EMPLOYER REQUIRED EDUCATION & EXPERIENCE**

- Graduation from a 2-year Entertainment Arts program within the past five years is required.
- Experience tutoring and working with students is an asset
- Proven junior industry-level proficiency regarding current technology and software used in the Entertainment Arts program(s)

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Knowledge Skills & Abilities revised:

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