Job Posting for Temporary, Casual or Interim Position

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Lab Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Job Code</td>
<td>INT171</td>
</tr>
<tr>
<td>Pay Grid</td>
<td>Temporary</td>
</tr>
<tr>
<td>Student Work</td>
<td>WPS171</td>
</tr>
<tr>
<td>Program Job Code</td>
<td>Level 2</td>
</tr>
</tbody>
</table>

Department, Unit or Project Description:

The Centre for Continuing Education (CCE) provides professional education to individuals and corporate clients, in order to enhance careers and foster workforce development. Our vision is “to achieve national distinction for high quality, flexible and innovative professional education programs”.

CCE is currently accepting applications for part-time Lab Coaches to assist in the delivery of the Big Data Analytics program.

Job Summary:

Responsibilities for providing technical and educational support for students and instructors for non-degree courses. The Lab Coach will also provide administrative support for program special projects under the guidance of the Program Manager and/or Program Consultants.

Accountabilities:

1. Assist students during class time with computer lab activities as assigned by Instructors, which may include providing answering questions (in-class and email communications), referring to supplemental resources or activities, triaging questions to Instructor.
2. Attend scheduled non-degree course classes.
3. Monitor and respond to course email, discussion boards and electronic inquiries.
4. Provide technical assistance and training for related tools and software programs used in a non-degree course.
5. Liaise with internal technical support and external system providers to facilitate resolution of technical issues related to course delivery.
6. Support Instructors and Course Developers with preparation of course materials, including but not limited to, sourcing materials.
7. Conduct database, literature, library and web searches to locate documents and articles to be used in course delivery and training.
8. Copy, collate and assemble a variety of documents and packages for community outreach, instructional materials, or training workshops for students.
9. Provide administrative support for special projects or events for the program.
**Qualifications:**

**Education:** Currently enrolled in a post-secondary program in a related field such as data science, data analytics, computer science, engineering or related programs.

**Experience:** No prior work experience is required.

**Assets:**

- Experience with, and knowledge of, software, tools and techniques associated with data analytics and big data analytics
- Excellent computer skills
- Proven problem solving abilities
- Excellent communication skills

**Additional Information:**

- Classes held at CCE’s location in Downtown Hamilton, One James Street North
- Available to work evenings (7 pm – 10 pm) and weekends (9 am – 4 pm) for in-class support
- Supervision provided by Program Manager or Program Consultant