

Job Description for Temporary, Casual or Interim Positions

Job Title	Course Development Assistant		
Interim Job Code	INT042	Pay Grid	Temporary
Student Work Program Job Code	WPS042	Pay Grade	Level 1

Job Summary

Under the direction of the Course Instructor, support the development and composition of course materials.

Accountabilities

1. Conduct literature searches on instructional topics specified by the course instructor.
2. Review and format instructional materials to ensure continuity and consistency.
3. Simulate laboratory teaching experiments and document deficiencies in lab procedures. Provide feedback to the Course Instructor.

Qualifications

Education: Currently enrolled in a relevant post-secondary program.

Experience: Not required.

Working Conditions

- Work is performed under directed guidance.