



Instructional Assistant

Exercise Science

Centre for Sport and Exercise Education

Job Posting: U17-054

Closing Date: May 1, 2017

Position Type: Part-time /Term

Location: Interurban Campus

Start Date: ASAP

End Date: April 30, 2018

Schedule: Monday - Friday; Varied (26.25 hrs/week)

Salary: Pay Grade 11; \$26.01 to \$27.74 per hour, plus 3% Teaching Stipend

Replaces:/New M. Von Hacht

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

With minimal supervision and under the general leadership of the Program Chair, assists in the development, design, and delivery of activity-based curriculum courses in exercise science, lifetime sports and fitness activities as well as athletic therapy techniques with priority for lab and practicum components of courses. Distributes lab/practicum materials; assists students in practicum work; provides input to students overall course marks; and assists Program Chairs and professional Faculty.

TYPICAL DUTIES

- Provides administrative support for course curriculum, activity logistics and appropriate learning materials for lab and practical component experiences;
- Assists course instructors in the preparation of materials, supplies and equipment for lab and practicum activities;
- Responsible for safe course and field-based experiences, within indoor and outdoor settings;
- Assists students during open classroom or activity time by providing guidance, reinforcing instruction and providing feedback;
- Performs routine maintenance of lab equipment; maintains an inventory of materials and completes orders as required;
- Coordinates the scheduling of rooms and resources within classroom and lab spaces;
- Assists with in-class demonstration and provides assistance to instructors during the preparation and delivery of courses;
- Acts as a resource for students during lab and practicum experiences;
- Liaises with community personnel and activity technical experts to establish and maintain an up-to-date employer-contact database;
- Coordinates, assigns and reviews the work of contracted activity-based technical trainers;
- Coordinates professional certification opportunities for students;
- Implements a professional certification monitoring system to ensure quality of opportunity;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Bachelor's degree in an exercise science or equivalent with two years experience working with adult learners in activity, lab and practicum based experiences such as:

- Anatomy, exercise physiology, fitness assessment, cardiovascular conditioning, weight training and other exercise science lab curriculum
- Water fitness, hiking, biking, skating, skiing, kayaking, yoga/Pilates and other lifetime fitness activities
- Taping, wrapping and injury prevention techniques, use of modalities, CPR and other emergency procedures, and other clinical assessment, treatment and management protocols

or an equivalent combination of education and experience.

Demonstrated skills in each of the areas of training in order to assist in the instruction at an advanced level. Must be able to work effectively with others in a team environment. A demonstrated ability to quickly establish a network of resources in order to sustain the various program activities is required. Must be able to work effectively with MS Office suite and have the ability to use the internet as a research tool.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer