



**Department of Chemical Engineering  
Academic Assistant – APSC 896 Position  
Fall 2024**

**Posting Date: September 3, 2024**

**Closing Date: September 12, 2024**

Applicants are invited to apply for the position of an Academic Assistant for ASPC 896 Engineering Leadership. This course is designed to develop a range of skills essential for engineering professional practice in both the public and private sectors with a focus on Engineering Leadership and Innovation. This position is from September 23, 2024, to December 31, 2024, working an average of 8 hours per week (duties may not be spread out uniformly every week). AA positions are 12 weeks in length and are 80 hours per term.

The employability skills that are considered important and that will be further developed by this position include:

- Oral and written communication skills
- Teamwork abilities
- Delivery of constructive feedback
- Confidence and ability to work with others as well as independently
- Self-motivation, initiative
- Time management

Academic Assistant duties will include some or all of:

- Grading written submissions
- Creating Teams in OnQ
- Mentoring Teams
- Marking Oral presentations
- Administer course evaluations and
- Administer peer review and feedback
- Communicate with students about disability and accommodation requests

**Requirements**

Knowledge of academic software systems (e.g., Peoplesoft, OnQ, Crowdmark) or a demonstrated ability to quickly learn such systems. The person who takes on this position must have good organizational skills and excellent time management skills, as there will be peak periods with many tasks.

This position will report to the course instructor, Paul Hungler.

Academic Assistants are governed by the *Collective Agreement* between the United Steelworkers and the University. Remuneration is \$29.91/hour plus 7% in lieu of vacation and benefits, in accordance with the *Collective Agreement*. *Collective Agreement* details can be found at:

<https://www.queensu.ca/humanresources/working-queens/unions-and-associations>

Please forward your applications to April Hiles ([april.hiles@queensu.ca](mailto:april.hiles@queensu.ca)) in the Department of Chemical Engineering by **September 12, 2024**.

Completed applications should include:

1. CV
2. A paragraph stating why the position is of interest to you and any relevant experience you may have for the position.

The Department of Chemical Engineering thanks all applicants for their interest; however, only those candidates considered for the position will be contacted.

Calendar information for the course:

### **APSC 896: Engineering Leadership**

The course is designed to develop a range of skills essential for engineering professional practice in both the public and private sectors with a focus on Engineering Leadership. Topics will include: leadership theories, ethical leadership, leading innovation, teaming and factors affecting developing an innovation strategy. Students will explore their own leadership and management abilities and develop their competencies in areas such as managing conflict, optimizing team dynamics, developing others, and creating vision and mission statements. The course content will be presented through lectures, case studies, panel discussions and other active learning activities. Through assignments, debates and reports students will be evaluated on their ability to communicate through professional writing and persuasive oral presentations.