



Casual Student Lab Supervisor

Closing Date: July 20, 2026

Application Instructions:

Please submit a completed application consisting of a cover letter and resume by **July 20th** via email to ecerecpt@queensu.ca.

Hourly Rate (or range): \$25.00/hr

Hours per Week: approximately 12 hours per week.

Department: Department of Electrical and Computer Engineering

Location: Walter Light Hall, Queen's University, located in Kingston, Ontario

Vacancy Type: New Positions

Number of Available Positions: 2

Use of Artificial Intelligence:

As part of the application process at Queen's University, our recruitment process uses Artificial Intelligence (AI), as defined under the Ontario Employment Standards Act, to ask job-related questions and assess suitability for hire. All final hiring decisions are made using non-AI related processes.

Job Summary:

The Student Lab Supervisor supports the extended operating hours of the lab by overseeing operations and ensuring a safe, organized, and productive environment for Undergraduate ECE students. The successful candidate(s) will provide front-line support to lab users, oversee compliance with safety procedures, monitor equipment use, and coordinate technical issues with the Lab Technologist. This role requires strong communication skills, sound judgment, and the ability to work independently while maintaining a high standard of safety and customer service.

Key Responsibilities:

Lab Operations and Supervision

- Supervise activities within the lab and ensure a safe and welcoming environment for all users.
- Open the lab during designated operating hours and secure the facility at the end of each shift.
- Monitor lab occupancy and usage to ensure compliance with established policies and procedures.
- Ensure all equipment and workspaces are properly shut down, secured, and organized when closing the lab.
- Prepare the lab for the next day by maintaining cleanliness, organization, and operational readiness.

Safety and Compliance

- Enforce all lab safety policies, procedures, and operational rules.
- Monitor the safe use of equipment and facilities by students and visitors.
- Identify unsafe conditions, hazards, or policy violations and communicate them with the Lab Technologist.



- Tag out defective, damaged, or unsafe equipment and report issues promptly.
- Promote a culture of safety and responsible equipment use.

Student Support

- Serve as the primary point of contact for general student inquiries during operating hours.
- Provide guidance on lab procedures, policies, and available resources.
- Record and communicate technical questions or concerns to the Lab Technologist for follow-up.
- Direct students to appropriate project support, technical resources, or departmental services as needed.
- Foster a positive and inclusive environment that supports student learning and engagement.

Equipment and Technical Coordination

- Monitor the condition and availability of lab equipment.
- Coordinate equipment troubleshooting and repair requests with the Lab Technologist.
- Maintain accurate records of equipment issues, maintenance requests, and incidents.
- Assist with inventory monitoring and reporting as required.
- Undertake other duties as required in support of the Department.

Required Qualifications:

- Currently enrolled in or recently graduated from a post-secondary program in Electrical and Computer Engineering.
- Strong understanding of workplace and laboratory safety practices.
- Excellent communication and interpersonal skills.
- Ability to provide professional and courteous customer service.
- Strong organizational skills and attention to detail.
- Ability to work independently and make sound decisions in a fast-paced environment.
- Demonstrated ability to follow procedures and enforce rules consistently and professionally.
- Experience 3D printing, soldering, and prototyping.
- Experience with hand and power tools.

Preferred Qualifications:

- Previous experience working in a laboratory, makerspace, workshop, technical facility, or similar environment.
- Experience providing peer support, customer service, or front-line assistance to students or clients.
- Familiarity with common laboratory equipment, tools, and technical workspaces.
- Experience with incident reporting, safety inspections, or equipment maintenance processes.
- Consideration may be given to an equivalent combination of education and experience.

Employment Equity and Accessibility Statement

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized persons, Indigenous people, women, persons with disabilities, and 2SLGBTQI+ persons. In accordance with Canadian Immigration requirements, priority will be given to those who are legally eligible to work in Canada.



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The University provides support in its recruitment processes to all applicants who require accommodation due to a protected ground under the Ontario Human Rights Code, including those with disabilities. Candidates requiring accommodation during the recruitment process are asked to contact **Peter Rowsome: peter.rowsome@queensu.ca**.