
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and *succinctly* as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Research Associate CAMIIT

Position Number: [Click here to enter text.](#) **Pay Band:** 9

Reports To: Marc Patenaude, Research & School Operations Manager

Appointment Type: Other-details at right. **“Other” Hours Details:**

Scheduled Weekly Hours (maximum 24 hours per week): 20

PDF Completed By (Manager Name): Marc Patenaude

Effective Date: Feb 29, 2024 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

The Research Associate is a part-time position to help the research team at the Centre for Advancement of Mechatronics & Industrial Internet of Things (CAMIIT). In collaboration with the lead Research Scientist, the incumbent will support project requirements according to project plans, including performing research tasks, literature review, market research, feasibility studies, assisting in organizing research meetings and events such as training sessions and workshops. The incumbent will provide regular updates to the lead Research Scientist and operation manager of CAMIIT. The incumbent will also be involved in project management planning, weekly progress reporting, communication with external partner. As well, the Research Associate will play a key role in the execution of the research projects working directly with other CAMIIT staff including Research Technologists, Research Engineers, Research Scientists and Research Assistants.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Research Project work <ul style="list-style-type: none"> • Conduct applied research tasks per project plans in collaboration with CAMIIT lead Research Scientist. • Perform data acquisition and preliminary data analysis. • Monitor project progress as per defined project plan. • Participate in project meetings and provide feedback and input on project progress. • Participate in required trainings. 	40%
2	Applied Research Business Development <ul style="list-style-type: none"> • Assist in communication with partners and community organizations. • Assist with organizing events and meetings. • Preparing surveys and questionnaires. 	20%
3	Procedural Documentation and Report Generation <ul style="list-style-type: none"> • Prepare and maintain health and safety documents. • Prepare presentation materials to be submitted to the Lead Research Scientist. • Develop training materials and documents. • Assisting in writing technical reports and papers. • Provide documentation to support ongoing corporate initiatives 	30%
4	Other related duties as assigned	10%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Engineering, Engineering Technologist, Engineering Technician, Project Management

Other Vocational Certifications and/or Apprenticeships:

N/A

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than one year up to three years.

Additional Skills & Abilities:

A minimum of 1 to 3 years years of work/research experience. Required proficiencies including:

- Experienced in research and development.
- Experienced in project management processes.
- Ability to work in a research lab and manufacturing shop.
- Good understanding of mechatronics systems.
- Good communication, interpersonal and collaborative relationship building skills.
- Superior analytical and problem-solving skills
- Must be able to maintain confidentiality and always demonstrate tact and diplomacy.
- Excellent communication skills for coordinating across multidisciplinary teams.
- Ability to work within a fast-paced business environment featuring critical deadlines, multiple projects and competing priorities.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

The incumbent is responsible for identifying and selecting the technology or solution required for a specific project. The recommendation and findings will be shared with lead research scientist to make the final decision.

Incumbent will perform studies and analysis to understand the project requirements. Through research and study, incumbent will find the potential platforms, solutions or technologies that can help the research team to meet the project's requirements. Incumbent will prepare and pro/cons report of selected solution to be reviewed by the project lead and research scientists. The final decision and selection will be performed by the research scientist in consultation with incumbent.

Example #2

The incumbent tracks the progress of projects over a specified timeframe. As issues arise which affect timing and/or potential outcomes, the project timing and/or planned activities must be adjusted and consequent issues flagged and/or followed up on. Example: A project plan was developed for the development and delivery of training. The on-going work is undertaken by a small project team involving faculty and staff. An initial project team meeting confirmed responsibilities and authorities for the team. Thereafter the incumbent monitors the progress of the project to ensure that the project objectives are being achieved and facilitates corrective action if and where required.

The incumbent determines what information sources are required for the project (i.e. what documents are required? Who is the source?); coordinates with "owners" of the source documents to obtain information; sets up meetings with stakeholders; conducts analysis through use of financial expertise, existing practices and performs data manipulation using various processing tools (Evolve, Excel). Throughout process tracks progress against established deadlines and monitors outcome through implementation.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Non-routine.

How would you describe the complexity of the work?
All duties are varied and complex.

Describe the business processes used by the position.
Processes require ongoing adaptation.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

The capital request process occurs annually as part of project budget development; however; CAMIIT often encounters requirements for additional equipment due to breakdowns, failures or new technology implementation. Incumbent must identify resources available to solve problem and monitor through to ensure problem resolution. The incumbent is also responsible for monitoring the asset recording process to ensure records are accurate, complete and up to date.

Incumbent must analyze current resources (i.e. is there budget constraint, opportunity to work with Advancement/industry, an existing asset that can get us through semester, rental possibilities) to creatively problem solve. Liaising with various stakeholders and communicating back with tech/faculty to ensure problem is resolved. Makes recommendation for next step to Leaders.

Example #2

The incumbent is responsible for assisting in the development of the agenda for meetings with project and industry partners, including coordinating the attendance of internal contacts from other departments. The challenge is securing commitment from the key contacts as identified, to be available on the date and time specified. In addition, there are times when the agenda and timelines have been developed and all key contacts confirmed, and one of the attendees advises that due to a conflict, they are unable to attend.

Communication with Leaders and the invitees (or their support) is key, to find a mutually acceptable date and time for the invitees to attend and to ensure the invitees is briefed on the details of the agenda item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Incumbent works in an office setting working at a desk, attending meetings
Computer and work desk

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is not a consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Working at a desk, attending meetings	100%

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Incumbent works in an office setting working at a desk, attending meetings
Computer and work desk

Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Working at a desk, attending meetings	100%

How would you describe the frequency of the physical demands of this position?

Occasional (part of the day)

How would you describe the nature of the physical demands of this position?

Light

How would you describe the physical strain on this position?

Comfortable body positions with flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Data compilation, analysis and planning
Data compilation, analysis. Reports are in various formats depending on the nature of the project with information being submitted from various sources requires significant concentration to ensure all details are captured correctly. This occurs daily.

Example #2

Project status review and analysis
Project status review and analysis. Analyzing the status of each project and the impact changes will have on other projects requires extended periods of concentration. This occurs weekly.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent (>60%)

How would you describe the requirement for sensory demand in this position?

Considerable

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Planning, analysis and updating on computer and in meetings	100%

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Planning meetings and events related to grant funding
The incumbent operates with a high degree of independence. For example, would be asked to plan an event such as a Hackathon for 50 participants with 6-8 weeks notice. The incumbent would then work with facilities, marketing and finance to plan and organize the event on budget. This would be one of several similar demands this incumbent would be managing concurrently and they would need to prioritize their day to complete all priorities, understanding that the above is not a linear process with start/stops and would not get completed unless the incumbent was driving it to completion across a number of stakeholders.

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?
Occasional critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions occur regularly but tend to be predictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Planning, analysis and organizing	100%	UP (Usually Predictable)
		Choose an item.

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Work Assignments and managing priorities
<p>Typical work assignments are carried out independently. Initial instructions from the Leaders will define the broad expectations, considerations and requirements for successful outcomes (e.g. ultimate deadlines, non-negotiable constraints and/or requirements, relationship sensitivities etc.).</p> <p>The incumbent is expected to work in a self-directed manner and display considerable initiative and independent judgment through interaction and collaboration with others</p>

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?

Most processes are reviewed weekly.

Describe duties which are the incumbent’s responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Exchanging routine information, extending common courtesy	Administration, project partners and internal departments requesting information pertaining to programs or projects	Daily
Explanation and interpretation of information or ideas	Explain project requirements to members of project team and other stakeholders	Weekly
Imparting technical information and advice	Attendance and presentation at various meetings to impart information and advice on financial matters and project status	Weekly
		Choose an item.
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Occasionally involvement with minor disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Planning, analysis and coordination
Although regular weekly meeting with supervisor occur, much of the planning nature of the work is not always transparent and a high degree of confidence is placed on the incumbent to complete their work at a high level and raise issues as they occur. As such, some issues may not be exposed until a major marketing event or promotion is carried out which can lead to reputational risk.

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors detected after-the-fact.

What is the typical scope of impact to the organization for errors in this position?

Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	100%
Outdoor work; seasonal conditions No	
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)