



**Department of Chemical Engineering
Academic Assistant - CHEE 270 Position
Fall 2022**

Posting Date: July 28, 2022

Closing Date: August 5, 2022

Applicants are invited to apply for the position of an Academic Assistant for CHEE 270. This is a first-year course for students in engineering. This position is from September 1, 2022, to December 31, 2022, working an average of **8** per week (duties may not be spread out uniformly every week). *Note that this position is **not** open to graduate or undergraduate students.*

Qualifications include:

- Experience with Arduino IDE programming
- Experience with MATLAB App Designer programming
- Experience designing electrical components of analytical chemistry equipment
- Experience with the design and analysis of electrical circuits.
- Excellent oral and written communication skills

Academic Assistant duties will include some or all of:

- Scanning documents
- Posting notes to course webpages
- Enrolment report queries
- Room bookings for special tutorials, midterms, review sessions, etc.
- administer course evaluations
- Print exams and quizzes
- Process exams (count, scan, check, and upload, and distribute)
- Process final course grades
- 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 and so Paul Hungler will be your supervisor.

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) in the Department of Chemical Engineering by **August 5, 2022**.

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:

CHEE 270: ChemEtronics

This course combines elements of chemical and electrical engineering to measure, calculate and control electrical signals. The course introduces basic electrical circuit analysis theory with an emphasis on concepts utilized in analytical chemistry instrumentation and energy conversion and storage. An introduction to signal analysis, data acquisition, sampling, and quantization, as well as the fundamental statistical techniques necessary to process and analyze measured data with uncertainty is given. Course content is delivered via a blended offering with on-line instruction and active learning sessions.

For more information - <https://chemeng.queensu.ca/undergraduate-studies/curriculum/Course-Pages/chee270.html>