## LEVEL DEFINITION
This level covers positions responsible for writing course materials and assisting in the development of courses for a specific program area.

## TYPICAL RESPONSIBILITIES
May include: writing or assisting in the development of course, assignment and examination materials; assisting in the development of materials for seminars, lectures and workshops; assisting in the development of training plans; assisting in the development of program assessment and evaluation tools; conducting research and analysing data; overseeing the marking of examination materials; delivering tutorials to students; and overseeing the delivery of educational program support services.

## DECISION MAKING/LEVEL OF ACCOUNTABILITY
Exercises judgment in the writing of educational materials and in overseeing the delivery of educational program support services.

## SUPERVISION RECEIVED
Works under direction within defined policies and procedures. Work is reviewed for appropriateness and conformance to established standards.

## SUPERVISION EXERCISED
May manage staff and be responsible for hiring, discipline, evaluation and termination.

## MINIMUM QUALIFICATIONS
University degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.

---

Updated February 3, 2014