

## Job Description

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<b>Job Title:</b>	Research Technology Specialist
<b>Department:</b>	Kinesiology
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	August 2016

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### **Primary Purpose**

The Research Technology Specialist will report to the Administrative Officer and work closely with the Technology Manager. In cooperation with the Technology Manager, the Research Technology Specialist will provide technical support to faculty, staff and students within the Department of Kinesiology to facilitate and advance research and development and enhance graduate research experience. The Research Technology Specialist will facilitate the development, use, training and maintenance of hardware and software technology used in research labs primarily within the new Department of Kinesiology Centre for Community, Clinical and Applied Research Excellence (CCCARE) and other research areas within the new BMH and AHS expansion buildings. The Research Technician will also provide support for the Technology Manager for meeting technical needs for research labs and staff. The incumbent will participate in ongoing department activities, maintain a professional attitude, and demonstrate initiative and flexibility in all interactions.

### **Key Accountabilities**

#### **Research technology maintenance/repair (including but not limited to):**

- Provide technical support for research technology including assistance with configuration/setup, installation and trouble shooting.
- Facilitate and/or perform regular maintenance on research equipment and technology.
- Work with Technology Manager and/or manufacturers to facilitate equipment repairs.
- Conduct regular testing and calibration (as needed) of hardware including data collection systems and measurement/testing equipment used in research labs in the Department of Kinesiology

#### **Training, supervision and use of technology (including but not limited to):**

- Provide formal training to faculty, staff and teaching assistants on the use and care of teaching equipment and facilitate the development of standard operating procedures for laboratory experiences.
- Develop, review and maintain standard operating procedures for use of research technology.
- Provide oversight or supervision of technology use when appropriate.
- Update and monitor relevant safety procedures.
- Assist with the development/adaptation of research lab manuals and associated documents for use of technology.

#### **Equipment design, development and /or selection of technology (including but not limited to):**

- Assist researchers (faculty and trainees) with the design/development of prototypes for research data collection
- Assist researchers with research, evaluation and selection of new technologies for research laboratories

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- As appropriate, work with Technology Manager to facilitate design and build of electronic devices to augment data acquisition systems
- As appropriate, working with IT support and Technical Support Specialist, develop software strategies to augment data collection systems.

### **Communication and Other (including but not limited to):**

- Assist with the communication and support of collaborations between Engineering, Computer Science and Kinesiology in support of research and development linked activities within AARCH (CFI initiative) and CCCARE.
- Co-organize the annual CFI meetings on technology and Aging.
- Work with AHS Information Systems & Technology team to ensure hardware compatibility (eg. wireless technologies) with networks, and appropriate updating of teaching and research software as needed.
- Participate in professional development and training opportunities to enhance his/her understanding of all areas of the Kinesiology program at the University of Waterloo.
- Provide support for the inventories within research laboratories
- Participate in Kinesiology Department and University-wide committees and other tasks as appropriate.

## **Required Qualifications**

### **Education**

- A minimum of Diploma or Degree in Technology/ Engineering or equivalent is required.

### **Experience**

- Excellent understanding of wired and wireless data acquisition and control systems technology.

### **Knowledge/Skills/Abilities**

- Excellent interpersonal skills both verbal and written. The ability to provide clear and concise instructions and guidance and to lead by example, while encouraging learning and research in a safe and ethical manner.
- Ability to work independently and cooperatively as part of a larger team research and technical support staff.
- This position will require effective interaction and communication with a wide range of audiences including graduate students, faculty and staff members, researchers and equipment suppliers.
- Experience with design and fabrication of electronic circuits.
- Experience working with wireless/sensor technology (software and/or hardware).
- Advanced proficiency in MS Office software

## **Nature and Scope**

- **Contacts:** Significant internal and external relationships for this position include:
  - Administrative Officer
  - Technology Manager
  - Technical Support Specialist
  - Department Chair and Associate Chair Applied Research Partnerships and Outreach
  - Acting Director of AARCH (CFI program)
  - Faculty, research staff and graduate students within Kinesiology
  - Information Technology staff
- **Level of Responsibility:** Must be able to provide excellent leadership and direction to a variety of clients with a wide range of experience and skills. The incumbent will need to enforce safe research practices and facilitate cooperative use of research technologies at all times.

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- **Decision-Making Authority:** Good decision making ability to facilitate and promote the goals and objectives of the Department of Kinesiology and its programs. The incumbent will work with the guidance of the Administrative Officer and the Technology Manager.
- **Physical and Sensory Demands:** The workplace includes handling and manipulating various research hardware and software. Work demand may be irregular in nature with unavoidable interruptions and some tight timelines. The position may require extended periods of standing or bench work
- **Working Environment:** The position will require in a busy research center (TJB) with faculty staff and undergraduate and graduate students. Time will also be spent in research and teaching labs in the BMH and AHS expansion buildings.