

## Description of the Academic Associate's Role and Responsibilities as Director of the GIC

### Administrative responsibilities

- manage the budget of the GIC in conjunction with the Administrative Officer and under the supervision of the Chair of Geography
- provide a safe, secure and respectful environment of the GIC personnel and the students, research associates and assistants, and faculty working in the GIC
- work with the Academic and the GIC technical committees and organize the meetings of these committees as needed but no less than twice a year
- hold a semi-annual open meeting of GIC users
- develop and continually update a teaching and research strategic plan for the GIC
- explore models for cost-recovery research consultancy
- attend and provide an annual report to the GIC oversight committee on the activities of the GIC

### Personnel Management

- hire the part-time student support staff for the service desk
- manage the staff of the GIC (one GIS technician, one research assistant, and several part-time student support staff)
- liaise and collaborate with the Department of Geography and McGill University Library and IT support staff to maintain the efficient and smooth operation of the software and technical aspects of the GIC

### Operational responsibilities

- meets the needs of undergraduate, graduate, post-doctoral and faculty users of the GIC
- design, implement, and instruct user-oriented workshops and short courses using the GIS and RS software available in the GIC
- develop the GIC to satisfy the broader McGill community needs regarding the support and use of GIS and RS software and analysis and GPS
- provide assistance to train researchers in the use of specialized software available in the GIC so they can carry out their research
- assist researchers in the design and implementation of GIS and RS components of their studies
- if time permits, as determined in discussion with the Chair of the GIC oversight committee and the Department of Geography, consult and participate in research activities on a cost-recovery basis

### Personal Attributes

- expert knowledge of GIS and RS software and related hardware requirements; in particular those of ESRI and ENVI products as these are core teaching tools at McGill
- good managerial and financial knowledge and skills
- ability to work well in a collaborative education environment

- ability to work within the McGill University guidelines on staff-staff and staff-student relations adhering to the regulations concerning conflicts of interest and academic integrity