POSITION IDENTIFICATION
Position Title: Senior Teaching Assistant
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary Range: $37.59/ hour (approx. 80 hours)
Status: Hourly. Grant funded
Duration: August 16, 2023-June 15, 2024

JOB SUMMARY
The Senior Teaching Assistant will manage the Teaching Assistant Training Program in the School of Population and Public Health (SPPH). This will involve organizing and marketing 4-8 training sessions, ensuring TA participation, organizing catering, collecting feedback, preparing an end of year report and assisting with future planning for TA training.

ORGANIZATIONAL STATUS
The Senior Teaching Assistant reports to the School’s Senior Education Manager and may also receive direction from the Associate Director, Education (AD) when required. The position is in the SPPH, which is in the Faculty of Medicine at the University of British Columbia in Vancouver.

WORK PERFORMED/DUTIES
• Schedule 4-8 TA training sessions, including orientations in terms 1 and 2
• Organize faculty and TA facilitators for the sessions
  • Prepare, distribute, collect and analyze evaluation forms for each session, and compile results for review
  • Organize logistics (e.g., room booking, catering)
  • Market the program to SPPH TAs
  • Organize a feedback session
  • Collect TA training or professional development information and share this information with SPPH TAs
• Coordinate TA community supports:
  • Canvas website
  • TA mentors
  • TA community cafés
• Prepare an end of year report
• Assist in future planning for TA training, including compiling TA training planning documents and other resources for future SPPH Senior TAs
• Prepare the following years’ proposal

CONSEQUENCES OF ERROR
Consequences of error could result in poor attendance and possibly loss of funding for TA training.
SUPERVISION RECEIVED
The Senior Teaching Assistant reports to the School’s Senior Education Manager and may also receive direction from the Associate Director, Education (AD) when required.

SUPERVISION GIVEN
The Senior Teaching Assistant will direct the activities of TA mentors and workshop co-facilitators.

QUALIFICATIONS
At least one year of Graduate education in the SPPH. Experience as a Teaching Assistant and in project management or administration required. Excellent interpersonal, communication, organizational skills as well as a keen attention to detail required.

HOW TO APPLY
Qualified and interested applicants should send a resume and letter of intent to Martin Li, Human Resources Assistant, SPPHHR.assistant@ubc.ca by 5:00 pm on August 14.