STUDENT JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Public Health Undergraduate Medical Education Facilitator
Classification: Graduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary: $25.00/hour (on average 3.5 hours/week)
Duration: January 23, 2023 – January 22, 2024 (1-year) with possibility of extension

JOB SUMMARY

The Public Health Undergraduate Medical Education Facilitator will assist with the planning and organization of public health seminars, electives and related activities that support SPPH to offer public health education throughout the UBC undergraduate medical education curriculum.

ORGANIZATIONAL STATUS

The Facilitator reports to the Program Director, Undergraduate Medical Education and SPPH Senior Education Manager. The Facilitator may also collaborate with and receive direction from the Program Manager for the Public Health and Preventive Medicine Residency Program.

WORK PERFORMED/DUTIES

Lectures/seminars/electives
- Coordinate, participate in and document processes for organizing seminars/lectures and electives
- Collaborate and liaise with health authority representatives to organize and define processes for public health electives
- Engage with potential speakers to develop a roster of public health presenters
- Assist with scheduling speakers and send follow-up thank-you notes
- Contact presenters and help gather/organize administrative tasks for the talk, including consent forms, biographies, and educational materials
- Set up audiovisual aids and support webcasting when needed
- Undertake communications activities to promote lectures, seminars and electives
- Assist with scheduling meetings between the Program Director, Undergraduate Medical Education and relevant stakeholders
• Prepare an end-of-year report
• Other related duties as defined by the SPPH Program Director, Undergraduate Medical Education

CONSEQUENCES OF ERROR
Consequences of error could result in poor representation of the public health theme in Undergraduate Medical Education at UBC.

SUPERVISION RECEIVED
The Facilitator will report to the SPPH Program Director, Undergraduate Medical Education and SPPH Senior Education Manager. The Facilitator may also receive direction from the Program Manager for the Public Health and Preventive Medicine Residency Program.

QUALIFICATIONS
Public Health background and experience in project management or administration required. Excellent interpersonal, communication, and organizational skills as well as a keen attention to detail is required.

HOW TO APPLY
Qualified and interested applicants should send a cover letter and CV or resume to Lisa McCune, SPPH Senior Education Manager at lisa.m@ubc.ca by January 6, 2023.