

THE UNIVERSITY OF BRITISH COLUMBIA
School of Population and Public Health

Posting for Teaching Assistants in the 2023-2024 Academic Year

Course descriptions and class schedules are posted on the School's website:

<http://spph.ubc.ca/courses/graduate-courses/>

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply.

The deadline for applications is November 30, 2023. The application includes the application form and a copy of your CV. Application forms can be found on the SPPH Job Opportunities page at: <http://www.spph.ubc.ca/career-paths-and-alumni/career-opportunities/>. Please save your documents in PDF format. Please name your application *surname2023.pdf* using your surname and the year of submission (e.g., 2023) and your CV *surnameCV.pdf*, and e-submit to Lucy Li, Administrative Coordinator, at spphr.coordinator@ubc.ca.

Applications will be forwarded to the course instructor after the deadline for applications (November 30, 2023). The instructor will make the final selection on the successful candidate.

Remuneration for Teaching Assistants effective September 1, 2023:

\$38.99/hour (GTA I)

\$37.53/hour (GTA II)

\$25.63/hour (UTA I)

\$23.48/hour (UTA II)

A full-time Teaching Assistantship is 12 hours/week for a total of 192 hours per term.

The following are examples of reasonable roles and responsibilities that faculty members may wish to assign to SPPH Teaching Assistants:

- Attend classroom sessions, participate in small group exercises
- Stimulate student interest, enthusiasm, and encourage student engagement
- Reinforce learning, but not deliver or repeat materials (e.g., for students who miss class)
- Emphasize relevant course content, provide examples to reinforce learning, and direct students to additional resources
- Respond to student questions and counsel students as appropriate
- Ensure students have access to relevant course materials (e.g., upload and update course materials on Canvas, return marked assignments, etc.)
- Mark projects, papers and final exams
- Return marked assignments/exams to students

- Maintain accurate and complete records of student marks, attendance, completion of other course requirements, etc.

For research methods courses, additional duties may include: conducting computer lab tutorials, providing additional tutoring to students outside of class time, etc.

Qualifications

- Currently enrolled in the School of Population and Public Health
- Taken and passed the course with a first class standing or equivalent
- Working knowledge of software used in the course
- Excellent written communication skills
- Ability to prioritize work and meet deadlines
- Fluent in written and verbal English
- Ability to work in a team
- Prior experience with e-learning is an asset

Teaching Assistants will be required to attend a TA orientation session and many of the TA training sessions facilitated by the Senior Teaching Assistant, SPPH faculty and experienced TAs. The training program has been designed to improve and help TAs excel in their teaching, serving the dual purpose of improving the student experience in SPPH and increasing the pedagogic scope and ability of the TAs directly involved in the delivery of their programs of study.

The allocation of TA hours for each course is primarily based on the class enrolment from the previous academic year.

Available Teaching Assistant positions are listed below.

[Winter Term 2: \(Desired start date January 1, 2024 – April 30, 2024\)](#)

SPPH 512: The Design and Analysis of Clinical Trials
1 part-time TA position (3 hours/week)

SPPH 522: Topics in Environmental Health
1 part-time TA position (3 hours/week)

SPPH 531: Health Care Systems Analysis
1 part-time TA positions (3 hours/week)