



**The University of British Columbia  
Faculty of Medicine  
School of Population and Public Health**

**POSITION IDENTIFICATION**

Position Title: Mentor Teaching Assistant (Mentor TA)  
Job Profile: Senior Teaching Assistant  
VP/Faculty: Medicine  
Department: School of Population & Public Health  
Salary Range: \$41.70/ hour (approx. 10-15 hours)  
Status: Hourly. Grant funded.  
Number of Positions: 3  
Duration: August 16, 2024 - May 15, 2025

**JOB SUMMARY**

The Mentor TA will provide mentorship to interested TAs in the School of Population and Public Health (SPPH). This will involve reaching out to new TAs, providing resources, and providing individual mentorship (e.g., in-person or on-line individual check-in meetings, email or phone communication, etc.). In addition to hourly compensation, the Mentor TA will receive a letter of recognition and will develop leadership skills.

**ORGANIZATIONAL STATUS**

The Mentor Teaching Assistant reports to the School's Senior Education Manager and will work closely with the SPPH Senior TA. The position is in the SPPH, which is in the Faculty of Medicine at the University of British Columbia in Vancouver.

**WORK PERFORMED/DUTIES**

- Attend TA mentorship orientation before the start of the mentorship program.
- Accomplish the following steps of the mentoring process for each assigned mentee:
  - Initiate communication with mentee to introduce the goals of mentorship.
  - Be proactive in building mentoring relationships. Some examples include:
    - Provide feedback after each check-in meeting.
    - Check in and remind mentee TA about upcoming training.
- Each mentor will be assigned approximately five mentees and should spend approximately 2-3 hours per mentee during the year, in addition to training and coordination meetings, totaling 10-15 hours from September 1 to April 30. Hours worked will depend on interest.

### **CONSEQUENCES OF ERROR**

Errors could result in poor participation and possible loss of funding for TA training.

### **SUPERVISION RECEIVED**

The Mentor Teaching Assistant reports to the School's Senior Education Manager and will work closely with the SPPH Senior TA.

### **SUPERVISION GIVEN**

The mentor TA will provide information and referral to Teaching Assistants in the School of Population and Public Health.

### **QUALIFICATIONS**

- Experience as a Teaching Assistant.
- Experience in either quantitative or qualitative public health courses.
- Completion of teaching workshops, such as feedback and grading, difficult conversations, would be an asset.
- Strong written and verbal communication skills.
- Ability to prioritize work independently and meet deadlines.
- Ability to exercise initiative, judgment, tact and discretion, and have strong interpersonal skills.

### **HOW TO APPLY**

Please send your resume and cover letter outlining your experience in either quantitative or qualitative public health courses to Lisa McCune, Senior Education Manager at [lisa.mccune@ubc.ca](mailto:lisa.mccune@ubc.ca) by April 30, 2024.