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

POSITION IDENTIFICATION
Position Title: OEH Seminars 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: September 1, 2017-April 30, 2018

JOB SUMMARY
The OEH Seminars Facilitator will assist with the planning and organization of the weekly seminars that are held in terms 1 and 2.

ORGANIZATIONAL STATUS
The Seminars Facilitator reports to the Faculty lead for the seminar series, Dr. Hind Sbihi, but will also receive direction from the OEH Division Head and faculty in the OEH program when required.

WORK PERFORMED/DUTIES
• Assist with scheduling speakers
• Contact presenters
• Introduce presenters
• Set up audiovisual aids and monitor webcasting
• Market the seminar series to OEH community
• Email weekly notices of upcoming presentations
• Send thank you notes to presenters
• Prepare an end of year report
• Organize a feedback session

CONSEQUENCES OF ERROR
Consequences of error could result in poor attendance and possibly cause adverse effect on the reputation of the seminar series.

SUPERVISION RECEIVED
The Seminars Facilitator will report to the Faculty lead, but will also receive direction from the OEH Division Chair and teaching faculty in the OEH Program.

QUALIFICATIONS
At least one year of Post-Graduate education in SPPH. Occupational Hygiene or Epidemiology background, and experience 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 letter of intent to Hind Sbihi at hind.sbihi@ubc.ca by July 14, 2017.