POSITION IDENTIFICATION
Position Title: Senior Teaching Assistant
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary Range: $35.42/hour (approximately 35 hours)
Status: Hourly. Grant funded
Duration: September 1, 2019 - June 30, 2020

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 six 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 Associate Director (AD), but will also receive direction from the School’s Senior Administrator and Human Resources Manager 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 six TA Training Sessions
• Organize Faculty and TA facilitators for the sessions
• Prepare, distribute, collect and analyze evaluation forms for each session, and compile results for review
• Organize catering
• Market the program to SPPH TAs
• Organize a feedback session
• Prepare an end of year report
• Assist in future planning for TA training
• Prepare the following years’ proposal (every second year)

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 Associate Director, but will also receive direction from the School’s Senior Administrator and Human Resources Manager when required.

QUALIFICATIONS
At least one year of Post-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 letter of intent to Charlyn Black at charlyn.black@ubc.ca by August 31, 2019.