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

POSITION IDENTIFICATION

Position Title: Graduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary Range: $35.00/hour (approximately 25 hours)
Status: Hourly, Grant funded
Duration: May 11-31, 2020

JOB SUMMARY

The Graduate Academic Assistant will prepare an end of year report for the SPPH TA Training Program for academic year 2019/20, and prepare a proposal to request funding for the program for upcoming years 2020/21 and 2021/22.

ORGANIZATIONAL STATUS

The Graduate Academic Assistant reports to the School’s Associate Director, Education (AD). The position is in the SPPH, which is in the Faculty of Medicine at the University of British Columbia in Vancouver.

WORK PERFORMED/DUTIES

- Review program materials and activities for academic year 2019/20
- Identify needed additional materials for end of year report
- Prepare 2019/2020 end of year report for submission
- Provide recommendations for future planning for TA training program
- Update previous proposal to request funding for 2020/21 and 2021/22 academic years

CONSEQUENCES OF ERROR

Consequences of error could result in loss of funding for TA training program.

SUPERVISION RECEIVED

The Graduate Academic Assistant reports to the School’s Associate Director, Education.

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 resume and letter of intent to Charlyn Black at charlyn.black@ubc.ca by April 29, 2020.