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

POSITION IDENTIFICATION

Position Title: Senior Teaching Assistant
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary Range $37.59/ hour (approx. 140 hours)
Status Hourly. Grant funded
Duration: November 1, 2021 - June 30, 2022

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 4-8 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, Education (AD), but may also receive direction from the School’s Director, Administration & Operations 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 4-8 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
  - Collect TA training or professional development information and share this information with SPPH TAs
- Coordinate TA community supports:
  - Canvas website
  - TA buddy pairs
  - TA community cafés
- Prepare an end of year report
- Assist in future planning for TA training, including compiling TA training planning documents and other resources for future SPPH Senior TAs
- Prepare the following years’ proposal

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, Education, but may also receive direction from the School’s Director, Administration & Operations and Human Resources Manager when required.

SUPERVISION GIVEN
The Senior Teaching Assistant works closely with the second SPPH Senior Teaching Assistant to coordinate the execution of specific training events.

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 Hugh Davies at hugh.davies@ubc.ca by October 18, 2021.