



## STUDENT JOB DESCRIPTION

### POSITION IDENTIFICATION

Position Title:	OEH Engagement 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, 2022 - April 30, 2023

### JOB SUMMARY

The OEH Engagement Facilitator will assist with the planning and organization of the weekly seminars that are held in terms 1 and 2 and will also support the OEH division in other OEH alumni and divisional activities.

### ORGANIZATIONAL STATUS

The OEH Engagement Facilitator reports to the Faculty lead for the seminar series, Dr. Sarah Henderson, but will also receive direction from the OEH Division Head and faculty and the MSc OEH Senior Program Assistant when required.

### WORK PERFORMED/DUTIES

#### Seminar

- Assist with scheduling speakers
- Contact presenters and help gather/organize administrative tasks for the talk, including consent forms, biographies, and seminar abstracts
- Set up audiovisual aids and support webcasting
- Market the seminar series to relevant research, trainee and stakeholder communities
- Help identify mailing lists for outreach activities
- Email weekly notices of upcoming presentations
- Send thank you notes to presenters
- Prepare an end of year report

#### Alumni Engagement

- Assist MSc OEH Senior Program Assistant with Cascadia conference coordination and set-up
- Assist in updating a creating a current alumni contact list

- Support Division Head in creating and implementing OEH Alumni survey via UBC online survey tool
- Help analyze and prepare report on Alumni survey
- Other engagement duties as defined by the Division Head

### **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 Engagement Facilitator will report to the faculty lead for the seminar activities and to the OEH Division Head for the alumni engagement activities. The individual may also receive direction from the MSc OEH Senior Program Assistant and teaching faculty in the OEH Program.

### **QUALIFICATIONS**

Occupational Hygiene or Epidemiology background, and experience in project management or administration required. Excellent interpersonal, communication, and organizational skills as well as a keen attention to detail is required.

### **HOW TO APPLY**

Qualified and interested applicants should send a letter of intent to Angela Yao at Yao, [Angela.Yao@bccdc.ca](mailto:Angela.Yao@bccdc.ca) and Shaine Meghji [shaine.meghji@ubc.ca](mailto:shaine.meghji@ubc.ca) by July 31, 2022.