



STUDENT JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: PhD Student Facilitator
Classification: Graduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary: \$36.85/hour (100 hours maximum)
Duration: August 1, 2022 - May 31, 2023

JOB SUMMARY

The PhD Student Facilitator will play an important role curating an intellectual community for the PhD cohort, and contributing to the sense of belonging for students within the SPPH. As a result, the PhD Student Facilitator will emerge as a leader in the cohort.

Activities for this role will focus on promoting student engagement, creating a sense of community, and improving the student experience. The Student Facilitator is expected to work closely with the PhD/MSc Program Director and Academic Program Manager to suggest activities or events that contribute to these goals, and will play a significant role in supporting their implementation. Examples of events or activities where the Student Facilitator will be involved might include:

- PhD/MSc new student orientation
- PhD/MSc Mentorship program
- End of year activities
- Social events
- Professional development events

The Student Facilitator will represent their PhD peers to the PhD/MSc program leadership. Based on feedback from their peers, the Student Facilitator will assist in organizing activities that contribute to students' exposure to interdisciplinarity, networking, and professional development.

ORGANIZATIONAL STATUS

The PhD Student Facilitator reports to the PhD/MSc Program Director, with support from the Senior Education Manager and Academic Programs Manager, and will also receive direction from the School's Associate Director (Education) when required. The position is within the School of Population and Public Health, which is in the Faculty of Medicine at the University of British Columbia in Vancouver.

WORK PERFORMED/DUTIES

- Identify tools and strategies to promote student engagement, create a sense of community and improve student experience, sharing these ideas with the PhD/MSc Program Director and Manager
- Engage with the MSc Student Facilitator to promote cross-program activities

- Attend meetings with the PhD/MSc Program Director and Manager as needed
- Organize and support the PhD/MSc Mentorship program, in collaboration with the MSc Student Facilitator
- Organize and support implementation of events and activities as directed by the Program Director and Manager
- Actively solicit and collect feedback and ideas from PhD students to share with the PhD/MSc management team and to inform activities and events
- Confer with other student representatives and facilitators at SPPH to create opportunities for collaboration across programs when appropriate
- Prepare a recommended plan for the new PhD Student Facilitator to implement in the following academic year

CONSEQUENCES OF ERROR

Errors could compromise the quality of the intellectual community that exists in SPPH and the PhD program. Lack of engagement among PhD students may reduce student satisfaction in the program and negatively affect the reputation of the program.

SUPERVISION RECEIVED

The PhD Student Facilitator reports to the PhD/MSc Program Director, with support from School's Associate Director (Education), Senior Education Manager, and Academic Programs Manager.

QUALIFICATIONS

At least one year of Post-Graduate education in the SPPH. Excellent interpersonal, verbal and written communication, and organizational skills, as well as a keen attention to detail are required. Training in knowledge mobilization and experience facilitating interdisciplinarity are assets. Experience in project management is an asset.

To apply, please send a copy of your resume and cover letter to Emily Van Gulik, Academic Programs Manager, at emily.vangulik@ubc.ca by June 16, 2022.