



JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	MPH Student Facilitator (3 positions)
Classification:	Graduate Academic Assistant
VP/Faculty:	Medicine
Department:	School of Population & Public Health
Salary:	\$36.85 per hour (100 hours maximum, approximately 10 hours per month)
Duration:	June 20 th 2022 - April 28 th 2023

JOB SUMMARY

The MPH Student Facilitators will contribute to the MPH leadership team in collaboration with MPH staff and faculty, and are expected to work closely with the MPH Program Manager and Director.

The Student Facilitators will bring student perspectives to initiate, inform and design MPH activities like:

- New student orientation
- Beginning of year welcome to the program
- Student seminars
- End of term and year activities
- Social events
- Professional development events that expose students to the interdisciplinary nature of public health
- Peer mentorship program

The Student Facilitators will also work closely with one another, and have some autonomy to divide responsibility for the above kinds of responsibilities between one another.

It is recognized that Student Facilitators will play a key role creating a sense of belonging for their fellow students in the MPH program and the School of Population & Public Health more generally. Student Facilitators will also support strong two-way communication between the MPH program and students. Together, these activities contribute to the wellbeing of students in the MPH program.

ORGANIZATIONAL STATUS

The MPH Student Facilitator reports directly to the Professional Programs Manager with support from the Program Coordinator and Director as required. The position is in 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 MPH Program Director and Manager
- Organize and support implementation of events and activities as directed by the Program Director, Coordinator and Manager
- Actively solicit and collect feedback and ideas from MPH students to share with the MPH management team and to inform activities and events
- Assist in preparing a survey to distribute at the end of each semester to collect feedback from MPH students
- Prepare a recommended plan and provide a training document for the new MPH Student Facilitators to implement in the following academic year
- Communicates clearly to the Program Team providing feedback while promoting a positive relationship and signaling any issues to resolve
- Meets weekly with the Professional Programs Manager to update the program regularly and to find opportunities to collaborate
- May liaise with other student positions such as Wellbeing Ambassadors, other UBC student representatives, GSS members as well as other SPPH students, staff and faculty
- Will organize, implement and deliver student events such as orientation, graduation, social events and other program related events
- Will report to the program on the professional development needs of the cohort and help organize implement and host workshops and seminars pertaining to PD as well as liaise with various industry representatives
- Support and facilitate training for the MPH Student Peer Mentorship program, coordinating the transition of mentors and new student groups
- Coordinates regular communication with the student cohort as well as the Program team to support positive student experiences

CONSEQUENCES OF ERROR

Errors could compromise the quality of the intellectual community and sense of belonging that exists in SPPH and the MPH program. Lack of engagement among MPH students may reduce student satisfaction in the program and negatively affect the reputation of the program. A lack of communication with the students as well as Program staff could contribute to a negative student experience.

SUPERVISION RECEIVED

The MPH Student Facilitators report to the Professional Programs Manager.



QUALIFICATIONS

At least one year of Post-Graduate education within the MPH. Excellent interpersonal, verbal and written communication, and organizational skills, as well as a keen attention to detail are required. Strong leadership skills are required, as well as the ability to extend empathy and access UBC resources. Discretion and tact are essential to this role. Training in knowledge mobilization and experience facilitating interdisciplinarity are assets. Experience in project management is an asset.

The MPH Program is committed to fairness in employment opportunity. UBC's Employment Equity measures include the removal of barriers to selection, promotion and training of members of the designated groups. SPPH supports equal opportunity and welcomes individuals from marginalized communities to apply.

To apply, please send a copy of your resume to Gina Abernethy, Professional Programs Manager, at gina.abernethy@ubc.ca by May 16, 2022.