School of Population and Public Health
Master of Health Administration

Curriculum/Instructional Support Assistant

POSITION IDENTIFICATION
Position Title: Curriculum/Instructional Support Assistant
Classification Title: Graduate/Undergraduate Academic Assistant (GAA/UAA)
VP/Faculty: Medicine
Department: School of Population and Public Health
Pay/hours: $25-30/hour, approx. 10-12 hours a week (salary would commensurate with experience)
Duration: 2022 Winter Term 1, September 01, 2022 to December 31, 2022
Positions Available: 1-2, depending on budget

JOB SUMMARY
The Master of Health Administration is hiring a part-time Curriculum/instructional Support Assistant to work collaboratively to support instructors and the MHA program team to prepare and assist in course implementation for the 2022 Winter Term. MHA courses are uniquely offered in a compressed format and are 1.5 credits. Each course follows a standardized MHA-course template in Canvas and this will involve working with instructors to integrate their course content into the template along with support for specific course requirements.

The Curriculum/Instructional Support Assistant will also be required to become familiar with resources and support available through the Centre for Teaching, Learning and Technology (CTLT). They will direct instructors to either CTLT or the SPPH IT team for additional support and training, where appropriate.

ORGANIZATION STATUS
This project operates out of the School of Population and Public Health (SPPH), Faculty of Medicine, at the Vancouver Campus of the University of British Columbia. The position will report to the MHA Program Manager and the Special Projects Manager and will work closely with the SPPH education team and SPPH IT team.

RESPONSIBILITIES
- The MHA Curriculum/Instructional Support Assistant will coordinate to ensure support is available to instructors throughout the work week, noting that several MHA instructors are adjuncts and not full-time faculty. These instructors are senior leaders who are contracted to teach solely for the MHA and do not access regular UBC campus activities such as faculty teaching and learning workshops.
- This role will be assigned projects and appointments through the MHA Program Manager and will also monitor and respond to emails from instructors through a shared general email inbox.
• Dedicated support for SPHA 590 Research Project: The role may be asked to develop materials, guides and templates to support instructors with their Canvas sites, including setting up the office hours schedule and tracking on the 590 Canvas site
• Canvas support for SPHA 500 courses: The role will support the preparation and maintenance of courses delivered synchronously and asynchronously in person at UBC Robson Square or online via Zoom during the MHA course weekends. It will also support the Canvas course updates following each MHA course weekend
• This position must be highly proficient with content layout and teaching tools in Canvas and be familiar with resources available through CTLT in order to provide accurate advice and guidance to instructors.
• The role will attend regularly scheduled meetings with the Program Manager and/or with instructors to prepare for MHA courses

SUPervision
The Curriculum/Instructional Support Assistant will report to the MHA Program Manager, but will also work closely with the SPPH education and IT team. In addition for Canvas Support assistance, they will support MHA instructors. Errors made could be detrimental to the quality of MHA course offerings and compromise the student experience.

Working Conditions
The Curriculum/Instructional Support Assistant can work either on-campus in the SPPH Ed team office area or work remotely, and in UBC Robson Square on scheduled weekend classes. Access to a laptop or computer during their work hours is required and specific software may be needed and in compliance with UBC policies for Privacy and information security.

Qualifications
• Undergraduate degree or higher is required
• Demonstrated experience using Canvas is required
  o Experience setting up Canvas courses and interacting in Canvas is strongly preferred
• Previous Teaching Assistant or Graduate Academic Assistant experience is strongly preferred
• Ability to communicate effectively verbally and in writing
• Ability to use video conferencing software (e.g., Zoom, or related videoconferencing software) at an intermediate level
• Ability to manage multiple tasks and meet different deadlines is essential

To apply, please forward your cover letter and resume to Andrea. Yan, MHA Projects Manager, at andrea.yan@ubc.ca