



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

POSITION IDENTIFICATION

Position Title: Senior Teaching Assistant (Senior TA), SPPH 519-WB2
VP/Faculty: Medicine
Department: School of Population & Public Health
Salary Range: \$42.95 hour
Duration: Six (6) hours per week January 1 - April 30, 2025

JOB SUMMARY

Under the direct mentorship of the course instructor, the Senior TA will undertake the responsibilities of a Teaching Assistant as well as contribute to 30% of the course delivery by developing, modifying and/or delivering curricular components such as lectures, workshops or discussion groups. The Senior TA will have substantial teaching experience and evidence of professional development and achievement as a TA.

ORGANIZATIONAL STATUS

The Senior Teaching Assistant will take direction from the course instructor. The position is in the SPPH, which is in the Faculty of Medicine at the University of British Columbia in Vancouver.

WORK PERFORMED/DUTIES

- a) Undertake the following responsibilities of a Teaching Assistant:
 - Attend classroom sessions, participate in small group exercises
 - Stimulate student interest, enthusiasm, and encourage student engagement
 - Reinforce learning, but not deliver or repeat materials (e.g., for students who miss class)
 - Emphasize relevant course content, provide examples to reinforce learning, and direct students to additional resources
 - Respond to student questions and counsel students as appropriate
 - Ensure students have access to relevant course materials (e.g., upload and update course materials on Canvas, return marked assignments, etc.)
 - Mark projects, papers and final exams
 - Return marked assignments/exams to students
 - Maintain accurate and complete records of student marks, attendance, completion of other course requirements, etc.
- b) Contribute to 30% of the course delivery by developing, modifying and/or delivering curricular components such as lectures, workshops or discussion groups.

CONSEQUENCES OF ERROR

Error could result in poor delivery of the course curriculum.

SUPERVISION RECEIVED

The Senior Teaching Assistant will take direction from the course instructor.

SUPERVISION GIVEN

Not applicable

QUALIFICATIONS

- Currently enrolled in the School of Population and Public Health
- Taken and passed the course with a first class standing or equivalent
- Working knowledge of software used in the course
- Excellent written communication skills
- Ability to prioritize work and meet deadlines
- Fluent in written and verbal English
- Ability to work in a team
- Prior experience with e-learning is an asset
- Experience as a Teaching Assistant
- Experience in either qualitative approaches to public health research
- Completion of professional development in teaching

HOW TO APPLY

Please send your resume and cover letter (highlighting your skills and experience in teaching to) Lisa McCune, Senior Education Manager at lisa.mcune@ubc.ca.

Deadline for applications: November 14, 2024