



## STUDENT JOB DESCRIPTION

### POSITION IDENTIFICATION

Position Title:	MPH Student Facilitator (4 positions)
Classification:	Graduate Academic Assistant
VP/Faculty:	Medicine
Department:	School of Population & Public Health
Salary:	\$ 38.99 per hour (approximately 10 hours/month; maximum 100 hours)
Duration:	July 1, 2025 – May 30, 2026

### JOB SUMMARY

The MPH Student Facilitators play an important role in the Master of Public Health program. They collaborate with the MPH Program Team to contribute to building a student community within the MPH cohort, fostering connections among students and a sense of belonging within the School of Population and Public Health (SPPH), promoting inclusivity, diversity, and a supportive atmosphere.

There will be four student facilitator roles in 2025/26:

1. Community building and MPH Mentorship Program
2. Community building and Indigenous Student Peer Support
3. Community building and International Student Peer Support
4. Community building and Practicum Support and Professional Development

While each Student Facilitator will have a role of their own, they are expected to work closely with one another on developing a collaborative plan of events and organizing and delivering orientation and community-building events. They will also collaborate with student leaders in other SPPH programs and



with members of The Association of Population and Public Health Students (TAPPHS).

## ORGANIZATIONAL STATUS

The MPH Student Facilitator reports directly to the Professional Programs Manager with support from the MPH 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

- Collaborate with the MPH management team to plan MPH student activities and events throughout the year. Work closely with the MPH Director and Manager to communicate student needs, ideas, and feedback, and actively participate in discussions and decision-making processes.
- Monitor and collect student needs and suggestions for professional development, academic and career support, social events, and other relevant aspects.
- Plan, organize, and deliver:
  - Orientation events at the start of the school year to unite incoming and current MPH students. These events help incoming students get to know their new peers, the program, school, and campus, and learn how they can succeed in their master's studies.
  - Social events and small group activities that contribute to student togetherness and developing connections among MPH students, as well as individual student well-being.
  - Activities supporting student professional development and academic success, including practicum experiences and networking opportunities.
- Organize and coordinate the MPH Mentorship Program: Promote it among students, recruit mentors, identify mentees, match them, and facilitate their connections by providing clear guidelines and prompts, and organizing activities that help connect.
- Identify fellow MPH students who may require assistance in adjusting to the program or facing academic challenges, and provide peer support and peer advising.
- Collect and share resources to support MPH community building, student well-being, and academic success.
- Promote student engagement: Encourage active participation and involvement of MPH students in various academic and extracurricular activities, such as seminars, workshops, and social events.



- Liaise with other student positions such as Wellbeing Ambassadors, other UBC student representatives, GSS members, TAPPHS, as well as other SPPH students, staff and faculty.
- Meet with the Professional Programs Manager to update the program regularly and to find opportunities to collaborate.
- Develop a transition report for the next MPH Student Facilitator team, ensuring a smooth transition and the continuation of community-building efforts.

## **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**

Completion of at least one term of the MPH program is required. Excellent interpersonal, verbal and written communication, and organizational skills, as well as a keen attention to detail, are required. Strong leadership skills and the ability to work autonomously and on a team are required. Discretion, empathy, and tact are essential to this role. Training in community building and fostering well-being are assets. Experience in project management is also 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.

## **HOW TO APPLY**

Qualified and interested applicants should send a resume and cover letter to Lena Ignatovich, Professional Programs Manager, [lena.ignatovich@ubc.ca](mailto:lena.ignatovich@ubc.ca), by March 24, 2025.



In your cover letter, please identify the role(s) for which you are applying, explain why you are interested in these specific roles, describe the difference you can make, list the skills you possess to succeed in this job, and share any relevant experiences, including volunteering and training you have undertaken. If applicable, provide examples of how you contributed to the development of the student community at MPH/SPPH.