



**School of Population and Public Health
Master of Health Administration
Instructional Assistant
2025 Summer Term**

POSITION IDENTIFICATION

Position Title: Instructional Assistant
Classification Title: Senior Teaching Assistant
VP/Faculty: Medicine
Department: School of Population and Public Health
Pay/hours: \$42.95/hour, approximately 10-12 hours a week
Duration: 2025S Term (May 1 – August 31, 2025)
Positions Available: 1 position

JOB SUMMARY

The Master of Health Administration is hiring a part-time Instructional Assistant to work collaboratively to support instructors and the MHA program team to prepare and assist in course implementation for the 2025 Summer and Winter semester. MHA courses are uniquely offered in a compressed format and scheduled on two weekends per month (Friday, Saturday and Sunday). Each course follows a standardized MHA-course template in the Canvas learning management system. The Instructional Assistant will work with the MHA Program Manager and MHA course instructors to integrate their course content into the template along with support for specific course requirements.

The Instructional Assistant may also be required to become familiar with resources and supports available through the Centre for Teaching, Learning and Technology (CTLT) and SPPH IT for supporting course development, and updates on the MHA website as part of their role.

The Instructional Assistant is required to be available to support one to two weekends (Saturday and Sunday) of hyflex classes per month from May 1 – August 31, 2025. MHA classes are scheduled in the UBC Robson Square campus.

The successful candidate will be invited to join an MHA class in the spring or summer to experience what an MHA classroom is like.

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 will work closely with the MHA program faculty and staff.

The School of Population and Public Health (SPPH) is an innovative unit within the Faculty of Medicine that encompasses many of the health-related groupings at UBC that focus on population and public health and epidemiology. The School is structured around four divisions: Occupational and Environmental Health; Health Services and Policy; Epidemiology, Biostatistics and Public Health Practice; and Health in Populations. The

resulting mix of professions and disciplines is seen as a means of connecting individuals and learners to galvanize the relationship between health research, public health and health services and to enhance learning.

RESPONSIBILITIES

- Weekend hyflex support: The role will support one to two MHA hyflex course weekends per month in UBC Robson Square, where MHA classes are held. Weekend responsibilities will largely be on Saturdays and Sundays, 9am-5pm and some Friday evenings in UBC Robson Square. The role will support the instructor in-class to set up the classroom for teaching activities. The role will also engage with students during class and support those joining online. The online engagement would involve the following: setting up and testing the MHA Zoom cart, moderating online class discussions, creating break out rooms and online polls, updating the course Canvas site, supporting students and guests with online presentations, and providing written reports on weekend observations and improvements. Some post-weekend support could be required as per the needs of the specific course instructor. Some general trouble shooting might be involved. Training on the use of the MHA Zoom and AV device will be provided. Occasionally some classes are held strictly online, and in these cases, travel to UBC Robson Square would not be required. The role may also be asked to develop training materials relevant for the MHA to support hyflex zoom cart and classroom management training for other MHA TAs.
- SPHA course Canvas design: The role will be involved in some course planning discussions with instructors, as well as the design, development and maintenance of all SPHA Canvas course sites, and under the guidance and direction of the MHA Program Manager and MHA faculty instructors. Canvas is the main platform for course information dissemination, and the Instructional Assistant will be assisting in the preparation of each MHA Canvas site. There are 24 courses in the MHA program. This role will be critical in ensuring the contents are current, accurate and maintained at a high quality. The role may also be asked to develop training materials relevant for the MHA to support training for other MHA TAs.
- Dedicated support for SPHA 590 Research Project: The role may be asked to develop materials, guides and templates to support the SPHA 590 Research Project Canvas site, including set up of the office hours schedule and tracking communications and submission in the 590 Canvas site. The role will work closely with the Program Coordinator, MHA Associate Director and Program Manager.
- MHA curriculum projects: This role may be assigned other relevant projects by the MHA Program Manager. Training will be provided for these tasks.
- MHA meetings: The role will attend regularly scheduled meetings with the Program Manager and/or with instructors to prepare for MHA courses.

SUPERVISION

The Instructional Assistant will report to the MHA Program Manager and will also work closely with the MHA Program Coordinator and MHA Director. They may also work with the SPPH IT team to resolve issues, and with UBC Robson Square staff on weekends. Errors made could be detrimental to the quality of MHA course offerings and compromise the student experience.

WORKING CONDITIONS

The Instructional Support Assistant can work either on-campus in the SPPH Education Team office area or work remotely. Weekend class support takes place in the UBC Robson Square campus. 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
- Educational background in public health, healthcare, and health sciences is recommended
- Demonstrated experience in using Canvas is required
 - Experience in setting up Canvas courses and interacting in Canvas is strongly preferred
- Previous Teaching Assistant or Graduate Academic Assistant experience is strongly preferred
- Previous experience in moderating classes and interacting with graduate students online preferred
- Ability to communicate effectively and professionally both verbally and in writing
- Ability to use video conferencing software (e.g., Zoom, or related videoconferencing software) at an intermediate level
- Responsible, resourceful, reliable and flexible
- Experience working in a professional graduate program would be valuable
- Ability to manage multiple tasks and meet different deadlines is essential
- Available to work one to two weekends per month

To apply, please forward your cover letter and resume to Andrea Yan, MHA Program Manager, at andrea.yan@ubc.ca by April 28, 2025.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply.