

2021-2023 LFS TA Training Coordinator Position

We are recruiting two graduate students to fill the position of **LFS TA Training Coordinators** for the 2021-2023 LFS TA Training Program. Working together, the coordinators work closely with the LFS Learning Centre, Centre for Teaching Learning Technology, and other campus partners to complete the help TAs:

- gain an awareness of existing policies and faculty and campus resources for educational assistance
- develop necessary technical skills to competently and consistently perform TA duties
- develop awareness and timely leadership skills to facilitate learning environments that are inclusive and respectful to diverse groups, disciplines, and learning styles, and engage in Indigenous issues in courses
- be aware of different pedagogical approaches
- develop collaborative and interdisciplinary teaching networks within the LFS TA cohort

The successful applicant will have a strong interest and passion for education and empowering TAs to be successful in their work, learning, and teaching practice.

Currently, we offer LFS TAs a faculty-wide development program, which includes:

- A Teaching Assistant Handbook
- TA Orientations (September & January)
- Assessments of TA needs
- Workshops in:
 - Community-based and problem-based learning
 - Teaching skills
 - Marking and assessment
 - Other timely topics
- Monthly Community of Practice opportunities
- Access to Faculty-based support for TAs
- Preferential access to the Instructional Skills Workshop

This position is expected to pay a 96 hour contract over 12 months, with the pay rate depending on whether the successful candidate is classified as GTA I or II under the TA Collective Agreement. There is some flexibility when the hours are worked, but generally they will be as follows:

Month(s)	Coordination Hours
Aug/Sep	24
Oct/Nov/Dec	16
Jan	16
Feb/Mar/Apr	12
May/June/July	28

Coordinator Job Responsibilities

- Preparation of the TA Training Grant application for UBC CTLT
- Develop the 2021-2022 TA Training Program (based on previous years and needs assessment)
- Update the 2021-2022 TA Handbook
- Coordinate and facilitate Term 1 and Term 2 TA Orientations
- Coordinate and facilitate monthly Community of Practice meetings
- Coordinate workshops in collaboration with CTLT and the LFS Learning Centre
- Keep accurate accounting records of spending
- Monitor and record success of each TA Training Program activity with recommendations for improvement
- Develop annual progress reports
- Maintain records
- Promote high standard of teaching and learning in the faculty to students, TAs, instructors, faculty, staff and administration
- Develop a succession plan for future years (particularly relevant for masters students)

Qualifications

- Graduate student (Masters or PhD) in the Faculty of Land and Food Systems for 2021-2023 academic year
- Excellent oral and written communication skills
- Excellent problem solving skills
- Highly effective organizer and developed coordination skills
- Trained facilitator preferred
- Proficient public speaker
- Strong interest in how we learn and teach
- Knowledge of campus-wide resources available to TAs for their teaching practice
- TA experience (preferably in the Faculty of Land and Food Systems)
- Self-driven and ability to work independently

Application

Please submit a resume and cover letter to **Dr. Zhaoming Xu**, Associate Dean Academic, Faculty of Land and Food Systems by **August 29, 2021**. Applications should be sent by email to zxu@mail.ubc.ca with the subject line: (TA Training Coordinator Position Application – [First Name, Last Name]). Only successful applicants will be contacted for an interview. Position start date is September 1, 2021.

If you have any questions about the position, please direct them to the previous TA Training Program Coordinators, Tebogô Leëpile (tebogo.leepile@ubc.ca) or Lennie Cheung (lennie.cheung@ubc.ca).