



**JOB POSTING:  
GRADUATE STUDENT ASSISTANT (GAA)  
PROFESSIONAL DEVELOPMENT & COMMUNITY ENGAGEMENT**

PDCE is looking to hire a UBCV Faculty of Education graduate student who can provide assistance in supporting an international conference being held here at UBC Vancouver.

Job Title: Faculty of Education GAA  
Duration: Approximately 36 hours, with the possibility of an extension  
Salary: \$25.00/hour

**RESPONSIBILITIES:**

- Working with the conference committee members to coordinate the proposal and paper submission process.
- Coordinating the review process from submission to final papers.
- Reviewing final papers for publishing to conference proceedings.
- Assisting with volunteer coordination.
- Other duties as needed.

**QUALIFICATIONS:**

Applicants are expected to have excellent communications skills, and some experience with international academic conferences and paper submission process. Preference will be given to UBCV Faculty of Education graduate student applicants who have:

- Knowledge of academic conferences.
- Experience with proposal/paper submissions and review process.
- Excellent communications skills and ability to correspond promptly with Senior Faculty.
- Ability to maintain accuracy and attention to detail in organizing the review process.
- Excellent time management skills, with the ability to prioritize .
- Ability to follow directions and work independently .

**APPLICATION DEADLINE: Wednesday, December 4, 2013 at 4:00pm.**

A cover letter, current resume and a list of references should be emailed to Fiona Czeschel, [fiona.czeschel@ubc.ca](mailto:fiona.czeschel@ubc.ca).

For more information, contact: Dr. Tom Sork Senior Associate Dean, International & Administration, telephone: 604-822-5211, email: [tom.sork@ubc.ca](mailto:tom.sork@ubc.ca)