

## **1. Position identification:** CTLT Community of Practice Developer

Position classification:	Graduate Academic Assistant – appropriate rate depending on degree program
Position title (if appropriate):	Community of Practice Developer
Faculty:	VP Academic
Department:	Centre for Teaching, Learning and Technology (CTLT)
Division:	Teaching and Learning Professional Development

## **2. Position Function**

The Community of Practice Developer provides leadership and support for the development of Communities of Practice (CoPs) at CTLT. The position is responsible for designing, facilitating and documenting activities and scholarship to support the growth and development of CoPs, and the professional development of CoP Facilitators.

Communities of practice are groups whose members "share a passion for something they know how to do and who interact regularly to learn how to do it better" ([Wenger, 2006](#)). Depending on the interests of members they may host presentations from various UBC departments, share ideas and problem-solve together, host guest speakers, collaborate on projects, or hold social/networking events. A CTLT CoP allows people to share knowledge, expertise, scholarship, ideas, and suggestions, both face-to-face and electronically.

## **3. Organizational Summary**

The Centre for Teaching, Learning and Technology (CTLT) works collaboratively with academic and administrative units throughout UBC to build innovative and effective strategies in support of learning and teaching. CTLT staff develop and offer programs and services, and facilitate workshops, lectures, panel discussions, communities of practice, retreats, meetings, focus groups, and conferences, aimed at professionals who are interested in furthering their teaching skills and their knowledge of how people learn. The CTLT also partners with UBC Faculties to develop and deliver distance learning courses, in both print and online formats.

## **4. Working Relationships**

Reports to the Manager, Facilitation and Process Design. This position supports the growth and development of Communities of Practice and the professional development of Community of Practice Facilitators at CTLT and beyond. Also works with Teaching and Learning Professional Development team members, other CTLT staff, members of other UBC teaching and learning units, staff and faculty

members across a range of faculties and units, and non-UBC colleagues.

## **5. Work Performed**

- Consults across campus with staff, faculty, and students who have an interest in developing a community of practice or who have already developed communities of practice to share the CTLT Communities of Practice model and ways that CTLT can support their work
- Collaborates with those proposing new communities of practice to define their proposed CoP, clarify co-facilitator roles, plan a community launch, and develop an approach to ongoing CoP activities
- Works with current CoP facilitators to recruit, orient, and support new facilitators as needed; maintains an up-to-date list of CoP facilitators
- Collaborates with CoP facilitators to plan, coordinate and co-facilitate professional development related to CoPs. This includes sending regular emails to CoP facilitators, maintaining connections with their needs and interests, and facilitating or co-facilitating professional development sessions
- Provides ongoing support to CoP facilitators through regular check-ins, consulting support, and co-facilitation as requested
- Maintains contact with UBC CoPs including publically available CoPs, CoPs within specific units, and CoPs on campus which are not supported by CTLT
- Consults with CTLT staff and CoP facilitators to create online spaces which reflect the ongoing work of CoPs, connect CoP webspaces together, and link CoP webspaces through the CTLT website and blogs (using Wordpress)
- Provides expertise to special projects related to teaching and learning with colleagues in Facilitation and Process Design, Teaching and Learning Professional Development, and CTLT
- Promotes CoPs through print and digital media, including writing newsletters, working with the Communications Team to create promotional materials, and coordinating and disseminating promotional material for specific CoPs as needed
- Performs other related duties as requested

## **6. Exercising Judgment/Impacts of Decisions/Consequence of Error**

Errors in judgment may have negative consequences for the quality of teaching and learning at UBC. They may also result in the inefficient use of resources, and/or poor relations among educational developers, staff or individuals coordinating or participating in Communities of Practice. They may damage the reputation of the University and the Centre for Teaching, Learning and Technology.

Must respond to requests in a timely and professional manner. Must exercise professionalism and judgment when dealing with individuals, units and departments, as well as with non-UBC colleagues.

## **7. Supervision Given and Received**

Works under the direction of the Manager, Facilitation and Process Design. This position requires 12-20 hours per week (schedule to be determined).

## **8. Minimum Qualifications**

## **Education**

- Must be enrolled in Graduate Studies at UBC.

## **Experience**

- Experience in facilitating group processes face-to-face.
- Intercultural and diversity awareness integrated into practice.
- Experience with community development and/or communities of practice.
- Prior experience working at UBC and/or in a post-secondary teaching and learning context preferred.
- Experience with educational program planning preferred.

## **Skills**

- Experience designing group processes and demonstrated facilitation skills
- Effective oral and written communication, interpersonal, planning, organizational, and problem solving skills.
- Ability to work both independently and within a team environment.
- Ability to exercise diplomacy, tact and discretion.
- Ability to prioritize and work effectively under pressure.
- Proficient with Microsoft Word, Excel, PowerPoint or equivalent, Wordpress, and email programs.
- Able to conduct literature searches online and through the UBC Library.