

THE UNIVERSITY OF BRITISH COLUMBIA



M E M O R A N D U M

Centre for Teaching, Learning and Technology
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Position Title: Curriculum and SoTL Educational Developer (GAA)

Position identification: CTLT

Position classification: Graduate Academic Assistant – appropriate rate depending on degree program

Faculty: VP Academic

Department: Center for Teaching, Learning and Technology

Division: Strategic Curriculum Services

Position function

This role involves providing educational development support to the Strategic Curriculum Services division of CTLT. There are two areas of focus: curriculum development and the scholarship of teaching and learning (SoTL).

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.

Working relationships

Reports to the Senior Manager, Strategic Curriculum Services. This position supports the development of innovative curriculum projects for CTLT and its campus-wide partners. Also works closely with other CTLT team members.

Work performed

- Synthesizes key literatures related to SoTL and curriculum development
- Provides support to the Senior Manager Strategic Curriculum Services on curriculum projects
- Provides support to the Senior Manager Strategic Curriculum Services on SoTL initiatives, both internal to CTLT and with respect to university-wide SoTL support
- Provides data management and analysis support on CTLT SoTL projects
- Works closely with the GAA Curriculum and SoTL Resource Coordinator
- Provides support to other CTLT team members (subject to Senior Manager Strategic Curriculum Services approval)
- Other duties as required



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Exercises Judgement/Impacts of Decisions/Consequences 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.

Supervision Given

Works under the direction of the Senior Manager, Strategic Curriculum Services

This position requires 12 hours per week (schedule to be determine)

Minimum Qualification

Must be a full-time graduate student at UBC. Preference will be given to magistral or doctoral students in education.

Experience

- Instructional design
- Curriculum development
- Research methods training at the post-graduate (500-level) level

Skills

Required:

- Microsoft Word, PowerPoint and Excel at the strong end user level
- Social research methods, preferably quantitative and qualitative

Preferred:

- InVivo or Atlas.ti qualitative analysis software
- SPSS/PASW statistical software
- Zotero or other similar resource database application for references

Please submit your résumé and cover letter no later than Sunday 18 December to john.egan@ubc.ca