

Graduate Project Assistant, Enrolment Services

The University of British Columbia Greater Vancouver Metropolitan Area

3 weeks ago

12 applicants

- Full-time · Entry level
- 10,001+ employees · Higher Education
- 1 connection · 9,854 school alumni

About the job

Job Category Student Employee

Job Title Graduate Project Assistant, Enrolment Services

Department Enrolment Services Advisors 2 | Student Support and Advising | Enrolment Services

Posting End Date April 11, 2022

Note: Applications will be accepted until 11:59 PM on the day prior to the Posting End Date above.

Job End Date Aug 31, 2022

Enrolment Services values equity and diversity in our UBC community. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been traditionally, systemically and historically marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

The Graduate Assistant (GPA) role is project-based and flexible in terms of hours, dates, and the skills required to execute the job responsibilities. The GPA role is expected to be based on the Vancouver campus; however, a large portion of work can be done remotely. All qualified applicants are encouraged to apply and flexible arrangements and support can be put in place for the successful candidate.

Job Summary

The GPA role is an exciting collaborative opportunity to work with Enrolment Services and Strategic IBPOC Initiatives, Office of the Vice-President Students, to research and develop creative online content with the lens of Black Canadian experiences. The online content will be used in a variety of Enrolment Services processes in a supportive environment.

Job Responsibilities

- Identify and review existing resources and literature on equity, diversity, inclusion and anti-racism training in an online environment.
- Assist with the development of UBC-specific training content with a Black Canadian Student lens using identified existing resources and literature.
- Assist with the engagement of students, faculty and staff in the validation and adjustment of developed training content.
- Work with key stakeholders in Enrolment Services to build out content into online and visual material while optimizing user experience and learning strategies.

Supervision Received

- The successful candidate will work under the day-to-day supervision of the Equity in Adjudication Working Group, which is led by Enrolment Services.
- At the outset of the position, the GPA will develop learning goals and a work plan with the support and direction of the Equity in Adjudication Working Group. These documents will serve as guides to ensure learning objectives and project goals are met.
- Regular feedback and ongoing support will be provided through weekly check-ins to track progress, informal check-ins, and feedback on completed projects. The GPA will be encouraged to reflect through open, collegial dialogue.

Required Skills Or Qualifications

- Ability to locate, critically analyze, and synthesize existing resources and literature.
- Demonstrated experience writing for a wide audience or the general public.
- Ability to maintain accuracy and attention to detail.
- Ability to grasp new tasks and terminology quickly and able to learn with minimal instruction.
- Ability to analyze problems, identify key information and issues, and effectively resolve.
- Ability to plan ahead, anticipate problems, and meet deadlines.
- Familiarity with, or ability to learn, how to cite sources and follow copyright protocols.
- Experience in a Windows-based environment, and willingness to learn to use new tools and software.

Asset Skills Or Qualifications

- Knowledge of equity, diversity and inclusion issues relevant to Black Canadian populations and ability to apply knowledge.
- Experience in content design in an online learning environment is considered an asset

Citation:

Workday, 11 Mar. 2022, https://ubc.wd10.myworkdayjobs.com/en-US/ubcstudentjob/job/UBC-Vancouver-Campus/Graduate-Project-Assistant--Enrolment-Services_JR6777.