

April 30,2015

Attn: Graduate Students, Faculty of Land and Food Systems

Re: 2015-2016 LFS TA Training Coordinator Position

We are looking for one graduate student to join the LFS TA Training Coordination team **for the 2015-2016**. The team currently consists of Theresa Schroder and Sara Moukarzel, both of whom are PhD students in the Human Nutrition program. We would particularly welcome a new team member who is a LFS grad student working out of MacMillan building.,

This position pays \$28.50/hour for approximately a 57 hour contract. There is some flexibility in when the hours are worked, but generally they are as follows:

Month	Coordination Hours
July/August	23
September	10
Oct/Nov/Dec	10
January	7
Feb/March/April	7

Background: LFS TA Training Program

The Faculty of Land & Food Systems has on average an annual total of 170 Teaching Assistantships, filled by approximately 100 Teaching Assistants. All TA positions involve very different duties and skills. TAs in the Faculty are responsible for: marking and assessing student work, leading science labs, facilitating community and problem-based learning, giving lectures, monitoring in-class and online discussions, providing instruction on field trips, and more.

We are excited to offer LFS TAs with a faculty-wide development program which has included in the last two years:

- Development of a Teaching Assistant Handbook
- Problem-based Learning Workshop
- Instructional Skills Workshop
- TA Orientation Day
- 2-hour Workshops on Various Topics
- Term 2 TA Orientation Day
- Monthly TA Community of Practice Coffee Hours
- Access to Faculty-based Support for TAs

The overall program objectives are 1) to have TAs feel better prepared and supported in their TA roles, 2) to allow TAs to gain valuable professional skills (applicable beyond this year's TA-ships), 3) to receive feedback from instructors and TAs on the skills they would like TAs to gain and 4) to establish a culture of Teaching Assistantships, where TAs and faculty are actively involved in a community of teaching and learning in LFS.

Coordinator Job Responsibilities

- Assist in the preparation of TA Training Grant application for UBC
- Develop 2016-2017 TA Training Program (based on previous years records)
- Develop 2016-2017 TA Training Program budget (based on previous years records)
- Update 2015-2016 TA Handbook
- Coordinate and facilitate Term 1 and Term 2 Orientations
- Coordinate and facilitate monthly Community of Practice meetings
- Coordinate specialty workshops (e.g., PBL, 2-hour workshops, Instructional Skills Workshop)
- Keep accurate accounting records of spending
- Monitor and record success of each TA Training Program activity with recommendations for improvement
- Develop Term 1 and Term 2 progress reports
- Put together project report for Granting agency
- Maintain records in an open source (Google Drive) folders
- Promote high standard of teaching and learning in the faculty to students, TAs, instructors, faculty, staff and administration
- Facilitate meetings with Faculty Advisory Committee (approximately 3 times/year)

Qualifications

- Graduate student (Masters or PhD) in the Faculty of Land and Food Systems for 2015-2016 academic year
- Excellent communication skills
- Highly effective organizer and developed coordination skills
- Trained facilitator
- 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 on your own

Application

Please submit all resumes and cover letters to **Gwen Chapman, Associate Dean Academic, Faculty of Land and Food Systems by May 15, 2015**. Applications should be sent by email to gwen.chapman@ubc.ca. Only successful applicants will be contacted for an interview. Position start date is June 1, 2015.

If you have any questions about the position, please direct them to the 2014-2015 TA Training Program Coordinators, Theresa Schroder (schrod10@mail.ubc.ca) or Sara Moukarzel (mksara@alumni.ubc.ca).