

# WL W21 GAA - Liu Institute Network for Africa (LINA)

Faculty of Arts, Office of Regional and International Community Engagement  
UBC Vancouver Work Learn Program

## **Job Type**

UBC Vancouver Work Learn Program

## **Overview**

The Liu Institute Network for Africa (LINA) at UBC is a graduate student-led, research-based network within the School of Public Policy and Global Affairs (SPPGA). LINA serves as a focal point for research, discussions, and policy actions centering around African governance and development issues. To attain this goal the LINA has supported discussions and engagements through various activities: symposiums, webinars, and book launch support. The LINA aims to expand programming in collaboration with ORICE through this position.

**\*\*Activities during COVID-19 are modified to reflect public health restrictions and recommendations in Canada and abroad, but remain active through necessary modifications\*\***

## **Job Description / Purpose:**

The Graduate Academic Assistant (GAA) position with LINA will provide important research and technical input to inform our current primary project called The LINA Futures Project concerning the network's sustainability. The team of graduate students involved in LINA's creation and sustainability to date will be leaving their programs and the institution by the end of 2021. To ensure LINA continues to expand, connect, and develop relevant programming to support research on global issues affecting Africa and African issues, we require a GAA to lead The LINA Futures Project and ensure our success moving forward.

## **Primary responsibilities for The LINA Futures Project GAA will include:**

- Conduct a campus-wide audit of current programming related to LINA's mandate
- Identify similar initiatives to LINA elsewhere, research and summarize relevant activities and strategies for ongoing sustainability (this work may include reading grey literature; conducting interviews and / or a survey)
- Conduct a network analysis using both (light) quantitative and qualitative skills to map current activities, connections with LINA's ongoing programming, and pathways for future engagement
- Identify potential future directions and collaborations for LINA with on- and off-campus LINA-relevant actors and activities

- Provide potential recommendations, working in collaboration with the existing LINA team, for future LINA leaders
- Update and maintain an active membership list, filing paper and electronic files, data entry, document scanning, pulling statistical reports, updating database and maintaining record keeping systems.
- Document and promote the LINA activities through reports and a strong online presence.
- Day-to-day support for the LINA (if possible further to above primary tasks):
- Provide front-line updated information to students and other stakeholders related to the services and programs offered by LINA.
- Assist with logistics of events and workshops (i.e., booking, set-up, registration, events reports)
- Develop, collect and distribute communication materials including presentations for orientations such as UBC Imagine day and for promotional purposes.
- Utilize available resources to complete tasks independently and answering inquiries appropriately in a timely manner.
- Assist with inventory for supplies and resource materials
- Update the membership and project database and maintain electronic and record-keeping systems
- Assist the team in maintaining an up-to-date online presence.
- Performs other duties and special projects as required for the LINA team.

**Supervision:** The GAA reports to the LINA co-chairs and the ORICE Director through biweekly one-on-one meetings with the supervisor, and also receives support from project supervisors. The GAA will work within defined guidelines but will also be expected to exercise sound judgment in prioritizing multiple projects and tasks assigned.

**Complexity:** The work required by the GAA is often of high consequence and it is expected that the GAA will communicate regularly with the LINA team and ask questions to seek clarification as needed. It is also expected that the student will exercise a high-level cultural sensitivity, tact and discretion. The GAA is required to manage multiple and sometimes conflicting tasks, with support from their supervisor. Most tasks are of moderate complexity, requiring a high level of organization and attention to detail.

### **Unit Goals**

This position will play an important role for the Office of Regional and International Community Engagement within the Faculty of Arts. The unit is tasked with engaging a vast array of communities regionally and internationally for the purposes creating reciprocal partnerships that will deeply contribute to both student learning and global community development. This

role will support those goals through supporting LINA to establish a sustainability and growth plan.

### **Qualifications**

Skills and knowledge student must possess in order to be successful in this position are:

- Demonstrated research experience particularly with skills required to conduct a broad analysis and map connections (existing and potential)
- Demonstrated experience with both quantitative (light) and qualitative methods
- Exceptional oral and written communication, interpersonal, and organizational skills
- Ability to use word processing, spreadsheet, database, Internet and email
- Strong intercultural sensitivity
- Ability to prioritize work and to meet deadlines.
- Ability to maintain accuracy and attention to detail.
- Ability to work independently and as a member of a team.
- Ability to think creatively and critically in order to apply knowledge to new situations.
- Lived experience or concentrated study relating to Africa is an added advantage.

### **Education Level:**

Currently undertaking a Graduate degree at UBC or studying at the senior undergraduate level with relevant experience.

### **Elements for a Great Fit:**

- High level of organization and attention to detail
- Ability to multitask and experience prioritizing multiple projects
- Willingness to take initiative in projects
- Positive outlook and willingness to learn
- Desire to develop their own professional skills

**Hours Per Week:** 10 hrs

**Salary / Wage:** \$26.68/hr

**How to Submit an Application:** Please submit a cover letter and resume to [ubc.orice@ubc.ca](mailto:ubc.orice@ubc.ca) by 4pm on Thursday October 28, 2021. Please note, you must be eligible to hold a UBC work learn position.

**Anticipated Start Date:** November 8, 2021