

September 15, 2023

Attn: Graduate Students, Faculty of Land and Food Systems

Re: 2032-2024 LFS TA Training Coordinator Position

We are looking for two LFS graduate students to fill a position of **coordinator for the 2023-2024 LFS TA Training Program** under the supervision of an Advisory Committee.

This position pays \$38.99/hour for approximately an 90-hour contract. There is some flexibility in when the hours are worked, but generally they are as follows:

Month	Coordination Hours
July/August	20
September	20
Oct/Nov/Dec	15
January-April	15
May	20

The funding for this position is available, and we are looking to fill this position as soon as possible with a start date of in November 2023.

Background: LFS TA Training Program

The Faculty of Land & Food Systems has on average an annual total of 167 Teaching Assistantships, filled by approximately 200 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, monitoring in-class and online discussions, providing instruction on field trips, and more.

This role supports LFS TAs by offering a faculty-wide development program, which has included:

- Development of a Teaching Assistant Handbook
- Interactive workshops focusing on relevant TA skills such as Problem-based Learning, EDI, marking, leading discussions and many more
- Instructional Skills Workshops offered by CTLT
- A TA Orientation Day
- Access to Faculty-based Support for TAs
- Social activities like panel events, coffee hours and feedback focus groups

The overall program objectives are to: 1) Support TAs in gaining skills that adequately prepare them for their LFS TA roles, 2) allow TAs to gain valuable professional skills applicable beyond LFS TA-ships, 3) adapt to current TA and instructors needs, and 4) 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

Work collaboratively with another TA coordinator to:

- Assist in the preparation of TA Training Grant application for UBC (May)
 - Develop 2023-2024 TA Training Program (based on previous years records)
 - Develop 2023-2024 TA Training Program budget (based on previous years records)
 - Follow-up report submitted at the end of first year
- Update 2023-2024 TA Handbook as needed
- Coordinate and facilitate Term 1 LFS TA Orientation
 - Orientate TAs to faculty and campus wide resources
- Coordinate and facilitate Community of Practice meetings and/or TA social events
- Coordinate specialty workshops (e.g., PBL, Marking and Assessment, Conflict Management, Instructional Skills Workshop) to meet identified TA needs
- Manage LFS TA Training Program budget
 - Keep accurate accounting records of spending
- Collect and evaluate TA needs over the term
 - Monitor and record success of each TA Training Program activity with recommendations for improvement
 - Conduct needs assessments to inform program direction and planning
- Maintain feedback and financial records in UBC Teams
- Promote engagement, TAs, instructors, faculty, staff and administration engagement with the TA Training program in novel ways

To note: we are aiming for a one-month overlap with the current TA coordinators to facilitate the handover of responsibilities.

Qualifications

- Graduate student (Masters or PhD) in the Faculty of Land and Food Systems for 2023-2024 academic year
- Excellent written and verbal communication skills
- Effective organizational skills
- Trained facilitator
- Strong interest in teaching and learning development
- 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 **Sandra Brown, Associate Dean Academic, Faculty of Land and Food Systems by September 30, 2023**. Applications should be sent by email to sandra.brown@ubc.ca. Only successful applicants will be contacted for an interview. The year-long position starts in November 2023.

If you have any questions about the position, please direct them to the 2022-2023 TA Training Program Coordinators, Alysha Deslippe at alyshade@student.ubc.ca or Jordy Kersey at kerseyj@mail.ubc.ca