

April 30,2016

Attn: Graduate Students, Faculty of Land and Food Systems

**Re: 2016-2017 LFS TA Training Coordinator Position**

We are looking for one graduate student to fill the position of **coordinator for the 2016-2017 LFS TA Training Program** under the supervision of an Advisory Committee.

This position pays \$29.87/hour for an approximately 90-hour contract. There is some flexibility when the hours are worked, but generally they will be as follows:

Month	Coordination Hours
July/August	30
September	10
Oct/Nov/Dec	20
January	15
Feb/March/April	15

**Background: LFS TA Training Program**

The Faculty of Land & Food Systems has on average an annual total of 167 Teaching Assistantships, filled by approximately 110 Teaching Assistants. All TA positions involve very different duties and skills. TAs in the Faculty are responsible for: marking and assessing student work, leading lab activities, 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 a faculty-wide development program, which includes:

- A Teaching Assistant Handbook
- TA Orientations (September & January)
- Workshops in
  - Problem-based Learning
  - Instructional Skills
  - Marking & Assessment
  - Facilitation Skills
- Technology Seminars
- Early Alert Training
- 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 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**

- Preparation of the TA Training Grant application for UBC
- Develop the 2016-2017 TA Training Program (based on previous years records)
- Develop the 2016-2017 TA Training Program budget (based on previous years records)
- Update the 2016-2017 TA Handbook
- Coordinate and facilitate Term 1 and Term 2 Orientations
- Coordinate and facilitate monthly Community of Practice meetings
- Coordinate workshops (e.g., PBL, Marking and Assessment, Conflict Management, 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
- Develop succession plan for future years (particularly relevant for masters students)
- 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 2016-2017 academic year
- Excellent oral and written 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 **Christine Scaman, Associate Dean Academic, Faculty of Land and Food Systems by June 1, 2016**. Applications should be sent by email to [barbara.wakal@ubc.ca](mailto:barbara.wakal@ubc.ca). Only successful applicants will be contacted for an interview. Position start date is July 1, 2016.

If you have any questions about the position, please direct them to the 2015-2016 TA Training Program Coordinators, Theresa Schroder ([schrod10@mail.ubc.ca](mailto:schrod10@mail.ubc.ca)) or Carrie James ([carrie.james@alumni.ubc.ca](mailto:carrie.james@alumni.ubc.ca))