



Offer Letter – partial GTA Winter T1 2021-22 with possible extension to T2 2021-22 subject to budgetary considerations

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply.

Job Category:

Graduate Teaching Assistant II CUPE 2278

Job Title:

Graduate Teaching Assistant

Path 301 - Basic and Physical Biochemistry for Medical Laboratory Scientists

Department:

Department of Pathology & Laboratory Medicine | Faculty of Medicine | BMLSc Program

Potentially 2 partial GTA II positions

Posting End Date:

June 26, 2021

Job Start Date:

Sept 1, 2021

Job End Date:

December 31, 2021 with possible extension to April 30, 2022

JOB SUMMARY

The Graduate Teaching Assistant is responsible for providing support preparing for and holding labs, grading lab exercises, assisting with in-class activities during lectures, preparing for and teaching certain sessions, holding office hours, grading of homework, midterms, and finals, preparing homework questions and marking schemes, exam invigilation, answering student emails and responding to discussion boards, contributing to the management of the course website, and possibly assisting with other course or Program duties as needed and agreed upon. They must be able to work with a degree of independence, be detail-oriented, well organized and an effective communicator. The incumbent will work effectively with all instructors responsible for Path 301, particularly the lab instructors.

There are potentially 2 partial GTA II positions— estimated hours of work averaging between 4 – 7 hours per week (if only 1 partial GTA) or 3-5 hours if there are two partial GTAs.

ORGANIZATIONAL STATUS

Reports to instructors of PATH 301 course and is expected to work independently and set own work priorities

WORK PERFORMED

- Completion of the following required UBC Courses: Workplace Violence Prevention Training; Privacy Information - Security Fundamentals; New Worker Safety Orientation; Preventing and Addressing Bullying and Harassment; Preventing Covid-19 Infection in the Workplace
- Attendance of a Course-Specific Training Meeting at a time mutually agreeable to Instructors and Teaching Assistant.
- Set up of equipment in preparation for lab sessions as directed by the Instructors.
- Supervision and instruction of students in lab sections as directed by the Instructors.
- Evaluating the students' coursework submissions according to the defined learning objectives, marking schemes and/or rubrics.
- Marking Lab reports and assignments/performance during laboratory sections as directed by the instructor.
- Preparing for and teaching certain lecture sessions and holding office hours.
- Grading of homework, midterms, and finals
- Exam invigilation, if required
- Updating the CANVAS course site
- Answering student emails and responding to discussion board posts
- Contributing to, and assisting with other course or Program duties as needed and mutually agreed upon; these could include marking lab assignments or reports and preparation for lab sessions under direction of teaching staff

CONSEQUENCE OF ERROR

Lack of careful attention to regulatory guidelines and approvals could suspend teaching activities. Lack of communication could lead to support problems and teaching session activities being affected. Failure to ensure safe laboratory working practices may result in safety being jeopardized for the incumbent, students and/or other staff members.

SUPERVISION RECEIVED

The Graduate Teaching Assistant works under collaborative supervision; communicates with teaching staff and reports to the Coordinators for PATH 301.

SUPERVISION GIVEN

The Graduate Teaching Assistant provides supervision to students when appropriate; acts as a resource with staff and faculty and ensures safe on-site student conduct during lab and other teaching sessions.

QUALIFICATIONS

Currently attending a full-time masters or doctoral degree in the Faculty of Medicine. Previous experience in laboratory settings with completed Biological and Chemical Safety Certifications. Computer skills required. Ability to exercise judgment, initiative and perform duties in a professional and respectful manner. Team-oriented, committed and precise. Demonstrates responsibility and accountability. Good organizational and communication skills. Deal with a diversity of people in a calm, courteous and effective manner. Maintain accuracy and attention to detail. Work effectively independently and in a team environment.

Required availability: Please note that TAs are expected to be available for the **full duration of their appointment**, including the exam period and for several days after for marking duties. TAs must be available to attend lectures and lab sessions, and fulfill other duties as required by the instructor. If you are not available for the duration of the course plus marking time, please do not apply.

Training: All TAs must attend the Departmental TA training program. This is a 2-day session where new TAs will receive training on various aspects of the job. The session will take place during the last week of August.

Salary: TAs wages are as negotiated by the CUPE 2278 collective agreement. For exact salaries, please consult the current collective agreement at <https://cupe2278.ca/>.

Application Deadline: July 26, 2021

Specific duties, hours, and requirements will be determined based on course and program needs as well as individual qualifications and interests. **Apply** by submitting a cover letter with the job posting number(s) and a CV to: Ms. Jennifer Xenakis at jxenakis@pathology.ubc.ca