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THE UNIVERSITY OF BRITISH COLUMBIA



PATHOLOGY
laboratory medicine
UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine
BMLSc Program
G227-2211 Wesbrook Mall
Vancouver, B.C. Canada V6T 2B5

Offer Letter – GTA Winter T1 2021

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 Level II

Course: PATH 408 – Research and Career Skills

Department:

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

Posting End Date:

July 26, 2021

Job Start Date:

Sept 1, 2021

Job End Date:

December 31, 2021

JOB SUMMARY

The Graduate Teaching Assistant is responsible for providing support preparing for and leading or co-leading lessons, assisting with assignment redesign, grading assignments and quizzes, assisting with in-class activities, preparing homework questions, answering student emails, responding to discussion boards, contributing to updating the CANVAS course site, and assisting with miscellaneous 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 the PATH 408 instructors.

This is a partial GTA position – estimated hours of work averaging between 4 – 6 per week

ORGANIZATIONAL STATUS

Reports to the Program Director and PATH 408 Course Coordinator and is expected to work independently and to 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 required equipment and/or materials for teaching sessions, as needed.
- Supervision and instruction of students as directed by the instructors.
- Assisting with in-class activities
- Assisting with assignment redesign
- Managing and setting up assignments in peerScholar; analyzing assignment grades
- Evaluating the students' coursework submissions according to the defined learning objectives, marking schemes and/or rubrics.
- 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 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 Coordinator for PATH 408 and the Program Director.

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 learning sessions.

QUALIFICATIONS

Currently registered as a full-time masters or doctoral student in the Faculty of Medicine at UBC. Has an Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Computer skills required. Ability to exercise judgment, initiative and perform duties in a professional and respectful manner. Team-oriented, committed and precise with the ability to demonstrate responsibility, professionalism and accountability. Good organizational and communication skills.

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 teaching & learning 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