

# TA Training Program Coordinators (GAA positions)

## Organization Type

UBC Faculty of Forestry

## Important Dates

Application Deadline: February 20, 2023

These TA Training Program positions will start March 1, 2023 and end June 1, 2024

**Job Type:** Graduate Academic Assistant

**Number of Positions:** 4

## Salary Type

Hourly, 12-13 hours/month/position, max 40 hours/position from March to June 2023

Weekly hours will vary and will be determined for each position but periods of greater and fewer hours per week will be required for particular events/projects.

**Salary:** \$35.13/hour plus benefits

## Job Location

Vancouver, British Columbia Canada

## Job Nature

On-Campus, field and/or online

## Required Documents

1. Cover Letter (indicating which of the positions best suit your qualifications and why, any restrictions on your availability during the length of the position, and when will you intend to graduate)
2. Resume
3. Two references (name and contact information)

## Job Description

UBC Faculty of Forestry is seeking Program Coordinators (Graduate Academic Assistants) to support the development, delivery and assessment of the Teaching Assistant (TA) Training Program with positions spanning from **March 2023 to June 2024**. The TA Training Program aims to provide TAs in the Faculty with essential training and resources and improve the TA, student and instructor experience. Part of this program is shaped by a recent TA survey and feedback we received about ways to better support TAs and instructors in teaching.

Overall, the TA Training Program covers several modules including TA orientation near the beginning of relevant terms, TA mentoring throughout the semester, procedures for safety and creating inclusive classrooms and field courses, use of Canvas and other learning technologies, as well as classroom AV training. The Program Coordinators are expected to assist with the development of training materials, the delivery of workshops as well as program assessment and revision. Specifically, the duties include but are not limited to the following duties for different types of positions:

### **TA Training Program Coordinator, Session Development (2 positions, 40 hours each)**

- Coordinate with Department Heads and Professors to compile TA policies and requirements within each department (i.e., Department of Forest Resources Management, Department of Forest & Conservation Sciences, Department of Wood Science)
- Summarize information and resources for succeeding as TAs and contributing to positive learning environments across teaching modalities (in-person, online, and hybrid)
- Develop and help deliver TA orientation sessions at the start of Term 1 (Fall 2023) and revise for Term 2 (Jan 2024)
- Organize guest speakers for TA training as necessary (e.g. EDI training, positive space, active bystander)
- Coordinate with all UBC Forestry TA's to organize TA experience-sharing and mentoring sessions throughout T1 and T2
- Prepare materials for TAs on providing constructive feedback, ensuring grading consistency, and dealing with academic integrity and plagiarism
- Support the overall planning and operation of the TA training program
- Assist with other tasks as necessary

### **TA Training Program Coordinator, Field Courses and Safety (1 position, 40 hours)**

- Coordinate with instructors of field courses and Research Forest staff to harmonize TA training and safety protocols for field-based activities
- Summarize and introduce best practices in the teaching of field courses
- Develop plans to improve and implement safety and accessibility procedures (not first aid) for field courses
- Support the planning and delivery of TA orientation and hands-on training related to field courses throughout summer and winter terms (including the possibility of some travel or overnights within BC)
- Compile and organize resources and practices on Canvas that are beneficial to field courses

- This position will require working outdoors in all weather conditions, driving a 4x4 vehicle on gravel roads, competence with field navigation, and familiarity with the risks of and safe working procedures for working outdoors
- Assist with other tasks as necessary

#### **TA Training Program Coordinator, Indigenous Engagement (1 position, 40 hours)**

- Compile existing university, faculty, and department-level resources useful in teaching of Indigenous themes and content
- Prepare educational materials for Canvas-ready environments that can be added to forestry courses delivered in person, online, or in hybrid mode
- Support the planning and delivery of TA orientation for courses with TAs who will be involved in courses with significant Indigenous engagement and/or course content
- Improve the availability of training and resources for all TAs in the Faculty of Forestry for supporting Indigenous students in our classrooms
- Contribute to planning and delivery of TA training for the Faculty of Forestry as a whole
- Facilitate guest speakers from indigenous communities and relationship-building. This may require driving UBC vehicles to provide transportation to guests.
- Assist with other tasks as necessary

#### **Organizational Status**

Reports to the Academic Associate Dean, and Senior Manager, Educational Strategies, and works closely with the Teaching and Learning Support Team, instructors, and TAs.

#### **Qualifications**

- Registered in a graduate degree program (MSc, MASc, PhD) in UBC Forestry
- Prior experience working as a UTA or GTA is required
- Knowledge of topics as related to the themes of the above positions
- Experience with Canvas, MS Word, PowerPoint, Excel, Outlook, Teams, and UBC OneDrive
- Ability to effectively communicate with instructors, TAs, other members of the Teaching and Learning Support Team
- Strong organizational and planning skills
- Ability to support a dynamic, engaging, and inclusive learning environment