



July 14, 2020

Okanagan School of Education Undergraduate Teaching Assistant

The Okanagan School of Education is seeking applications for two undergraduate teaching assistants in the English Foundation Program for Winter Term I 2020.

Position:

Undergraduate Teaching Assistant (UTA)

A UTA is a full-time student who is enrolled in an undergraduate program at the University of British Columbia.

Details:

Title: UTA (2 positions)

Course: EAP 103—English for Academic Purposes Level III or EAP 104—English for Academic Purposes Level IV

Instructor: Amber McLeod and TBD

Qualifications: Must be a registered student in an undergraduate program at UBC Okanagan. Priority is given to students with experience teaching English as an additional language.

Duties: Working with a team of instructors and other teaching assistants and making use of UBC's online learning management system (Canvas) and other online platforms (e.g. Zoom), UTAs assist students and instructors in the English Foundation Program. Some responsibilities include, teaching language labs, facilitating online workshops, providing students with targeted language help (e.g. grammar, writing, presentation skills, etc.), tutoring individual students online, maintaining a schedule of hours as determined by the EFP program coordinator, keeping accurate records (e.g. attendance, feedback), preparing materials, helping with assessment, contributing to EFP social media outlets, and other duties as determined by the EFP program coordinator.

Hours: Up to 12 hours a week (maximum 192 hours) over the Winter I Term (2020). Hours may be scheduled during the day or evening.

Salary: UTA = \$17.82/hour



Application:

Please provide an updated CV, recent transcript, brief statement of interest, and contact details for one reference. Ideal applicants have strong intercultural skills, facility working with computers, familiarity with online learning environments, flexible schedules, excellent communication skills, an interest in teaching and learning, and a desire to contribute to the UBC community.

Application materials should be sent to Kristin Schuppener, Manager, Administration and Operations at kristin.schuppener@ubc.ca.
Deadline: 4:00 pm, Tuesday, July 28, 2020.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified applicants to apply. Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Métis, Inuit, or Indigenous person.