

**Posting #24-144CU**

## **Classroom Support Assistant MPT-N Master of Physical Therapy Program – North Regular, Full-time**

### **Purpose**

Reporting to the Administrative Manager – PT/OT, the Master of Physical Therapy Classroom Support Assistant (MPT-N CSA) will provide high-quality operational, technical, and practical support to faculty, staff, and external instructors for the department. This role is integral to the operations and goals of the department in its provision of excellent program delivery. The role is tasked with providing classroom and administrative support to assist with the planning and delivery of the Master of Physical Therapy Program at UNBC.

### **Responsibilities**

Duties include but are not limited to:

- Ensuring the teaching and learning space is set-up for classes by gathering and organizing equipment, ensuring it is in working order, and keeping the spaces neat and tidy;
- Liaising with Digital Solutions to ensure audio-visual equipment that facilitates learning at distributed learning sites is maintained and functions correctly;
- Providing support and troubleshooting for issues related to audio-visual and other equipment;
- Providing operational, instructional, and technological support during class time: responding to and resolving issues in teaching spaces that arise with little or no notice, assisting faculty and external instructors (some of whom are unfamiliar with UNBC) in a prompt, helpful and courteous manner;
- Maintaining clinical teaching equipment such as wheelchairs, lifts, and electrophysical agents;
- Organizing and monitoring equipment inventory and ensuring new or replacement items are ordered in a timely manner;
- Submitting purchasing requests and tracking expenses under supervision and approval of the Administrative Manager;
- Maintaining storage areas (rooms & cupboards) for teaching and exam equipment;
- Ensuring storage areas are tidy, well organized, and equipment is accessible and easily found by instructors;
- Receiving equipment lists and teaching space requirements from course coordinators, Faculty, and external instructors, ensuring requirements are met;
- Assisting with routine Canvas (UBC platform that aides in curriculum delivery) duties as requested by faculty such as: course migrations, moving course data and updating course information, and uploading recordings for student access;
- Cleaning equipment and class surfaces; facilitating student movement throughout the building; being a "runner" for equipment during face-to-face instruction;
- Providing support for class scheduling and room bookings;
- Supporting written and practical exams while providing back up for Learning Management Systems (LMS);
- Attending all MPT-N computer-based written exams to assist in troubleshooting any student issues, including: providing additional laptops, password/login issues, and liaising with IT Administrator to resolve technical issues;

- Planning, coordinating, and delivering Observed Structured Clinical Examinations (OSCEs) for all MPT-N courses;
- Meeting several times weekly with province-wide Classroom Support team to debrief and plan upcoming lectures and labs, requiring strong teamwork, and oral and written communication skills;
- Supporting the planning, preparation, and delivery of all MPT Program events, including interviews, practical exams, Capstone Conference, Orientation Week, Induction Ceremony, and graduation social event as directed by the Administrative Manager; and
- Liaising with the Digital Solutions IT Administrator when appropriate to resolve videoconferencing issues in teaching spaces and meeting rooms.

## Qualifications

The successful candidate must possess a one-year certificate in office or business administration along with a minimum of two years' experience, preferably in an academic setting. An equivalent combination of education and experience will be considered. Demonstrated office management ability, previous experience in a medical setting or distributed education are also considered important assets.

Demonstrated time management and organizational skills are necessary in addition to the ability to problem solve, plan, prioritize and self-direct with a high degree of accuracy. Strong written and oral communications skills are critical, along with the ability to work collaboratively and the demonstration of strong interpersonal skills. The ability to work independently and demonstrate initiative are also equally important. In addition, this position requires a high level of professionalism and the ability to interact and provide assistance to a range of internal and external constituents in a variety of settings, often with limited time and flexibility. This position deals with shifting priorities and will require the ability to change tasks with little or no notice.

In providing classroom support and troubleshooting issues related to audio-visual and classroom equipment, the incumbent will be required to respond on very short notice and resolve issues that arise in an efficient and professional manner. To fulfill the operational requirements of this position the incumbent will be required to have a flexible work schedule. This schedule will still meet the requirements of the standard work schedule (8:00am-4:00pm); however, earlier start times will be required based on class schedules (e.g. 7:30am start times). The incumbent must be physically able to lift and move equipment such as plinths, therapy beds, clinical equipment, stacked chairs, etc.

## Salary

This position has been classified at a Grade 6. The annual salary range for this position is \$58,858.80 to \$61,279.40 and the normal starting salary will be \$58,858.80.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.



## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. 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, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-144CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on July 25, 2024.**

