

Job Posting: Graduate Teaching Assistant (TA) Training Lead Facilitator

****Position Overview:****

The Center for Teaching and Learning Technology (CTLT) is seeking a dynamic and experienced Graduate Teaching Assistant to take on the role of Lead Facilitator for our mandatory TA Training Workshops. This part-time position is an excellent opportunity for a senior graduate student to enhance their leadership skills and contribute to the development of their peers in a supportive academic environment.

****Key Responsibilities:****

- Facilitate three 4-hour TA training sessions, focusing on interactive components such as conflict resolution, situational roleplay on sensitive topics, and problem-solving exercises. These Training sessions are typically held in hybrid modality (simultaneously online and in-person, synchronous). There are typically ~3 training sessions held per semester. Contracts include hours for preparation of materials, facilitation, and corresponding with participants (~24 hour/semester).
- Collaborate closely with CTLT staff and the TA Training Co-Facilitator to plan, organize, and deliver training content.
- Incorporate feedback from previous sessions to improve and adapt the workshop materials and approach.
- Track and manage attendance and participation of attendees in the workshops.
- Mentor and support the TA Training Co-Facilitator, aiding in their development with the goal of preparing them to assume the Lead Facilitator role in the future.
- Engage with various academic units and organizations to enhance the training program and ensure it meets the evolving needs of the academic community.

****Qualifications:****

- Current enrollment as a graduate student, ideally at a senior level.
- Prior experience in teaching or TA roles, with a strong understanding of teaching methodologies and student engagement strategies.
- Excellent facilitation skills, particularly in delivering interactive and engaging workshops.
- Demonstrated ability to work collaboratively in a team environment and with cross-functional groups.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Previous experience in mentorship or leadership roles is highly preferred.

Compensation:

The position offers a wage of \$25 per hour, with a total contract of approximately 24 hours, during the months of August and September, including session facilitation and preparation time.

Application Process:

Interested candidates should submit a cover letter and resume outlining their qualifications and experience related to the responsibilities and qualifications listed above. Please send your application to CTLT@unbc.ca by June 30, 2024.

We encourage applications from individuals who will contribute to the diversity and excellence of our academic community. CTLT is committed to fostering a welcoming and inclusive environment for all members of our community.