

Job Posting: Graduate Teaching Assistant (TA) Training Co-Facilitator

****Position Overview:****

The Center for Teaching and Learning Technology (CTLT) invites applications for the position of TA Training Co-Facilitator. This role serves as a foundational step for a graduate student aiming to transition into the Lead Facilitator role for our TA Training Workshops. This part-time opportunity provides an immersive experience in facilitating educational workshops and mentorship under the guidance of the current Lead Facilitator, who acts as a mentor rather than a supervisor.

****Key Responsibilities:****

- Assist in the facilitation of three 4-hour TA training sessions that focus on developing essential skills such as conflict resolution, situational roleplay on sensitive topics, and problem-solving. These sessions are typically hybrid (synchronous, in-person and online). 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 with the Lead Facilitator and CTLT staff to prepare and organize training materials and sessions.
- Contribute to the integration of feedback from previous workshops to refine and enhance the training program.
- Support the tracking of workshop attendance and actively engage participants to ensure a productive learning environment.
- Receive mentorship from the Lead Facilitator to gain insights and skills necessary for assuming future leadership roles within the training framework.
- Work with various academic units and organizations to ensure the training content remains relevant and effective.

****Qualifications:****

- Currently enrolled as a graduate student, preferably <1 year into your graduate studies.
- Experience in teaching, TA roles, or similar educational settings is preferred.
- Keen interest in developing teaching and facilitation skills.
- Demonstrated ability to work effectively in a team environment.
- Strong organizational and communication skills.

****Compensation:****

The position offers a wage of \$22 per hour, with a total contract of approximately 20 hours, including some preparation and the facilitation of the sessions in an assisting role to the lead.

****Application Process:****

Interested applicants should submit a cover letter and resume that highlights their interests in the role and any relevant experiences. Please send your applications to CTLT@unbc.ca by June 30, 2024.

This position is ideal for individuals looking to enhance their skills in educational leadership and workshop facilitation. We encourage applications from diverse backgrounds as CTLT is committed to fostering an inclusive environment that mirrors the diversity of our academic community.