

**THE UNIVERSITY OF BRITISH COLUMBIA LIBRARY**

**DIVISION AND SECTION:** Library – Okanagan Campus

**REVIEWED:** May 2020

**LIBRARY POSITION #:** (not assigned yet)

**Employee:** (not assigned yet)

**CLASSIFICATION:** GAA

**Supervisor:** Sajni Lacey

**LIBRARY POSITION TITLE:** Graduate ALT Project Assistant

**DESCRIPTION**

Job Title: Graduate ALT Project Assistant (Graduate Academic Assistant)

Department: UBCO Library

Job Description: UBCO Library received grant funding in 2019 through the Aspire Learning Transformation Fund, to develop a series of flexible online information literacy learning modules within the Canvas learning environment over the course of three years. Reporting to the project Principle Applicant, and working cooperatively with co-PAs, the ALT Project Assistant will:

- Conduct an environmental scan of existing internal and external content
- Assess needs for new content to be developed for Canvas modules
- Develop module design principles grounded in literature and best practice for adult learning and online learning.
- Create tutorial and module learning objectives
- Create a promotional plan for modules, including communications and social media
- Organize content as per Canvas module template. Create new content as needed. Design assessments of student learning.
- Participate in launching pilot delivery of modules for pilot-and assessing modules
- Refine module objectives and content following ~~pilot programs~~
- Participate in project level reporting and assessment
- Review existing module content for accessibility compliance
- Develop active learning opportunities within existing modules and modules under development

Time Commitment: We anticipate 12 hours per week per term for fall and winter terms, and 20 hours per week in summer terms. Desired start date would be late July - early August 2020. Position is available till March 2022 depending on completion of the project, but candidates do not need to be available for the full duration.

Essential qualifications:

- Candidates must be enrolled in a graduate program.
- Candidates must have exceptional communication skills.
- Expertise in adult learning principles, educational design skills and familiarity with educational technologies such as Canvas or other learning platforms or applications is required, along with an understanding of and experience in teaching and/or tutoring undergraduate students.

#### Preferred qualifications

- Completion of a teaching certificate program or other evidence of excellence in teaching and learning design.
- Experience planning and creating online content.
- Demonstrated initiative, flexibility, organizational skills and ability to work independently.

#### Student Learning Components / Major Responsibilities:

This position will enable the ALT Project Assistant to develop as a professional by offering opportunities for them to participate in activities related to educational and online learning design. The position offers an opportunity for the Assistant to develop the following workplace skills: learning design and online application (through reviewing and developing outcomes, templates, content and assessments for the modules and creating the modules in Canvas); marketing (through developing marketing materials, and participating in other promotional activities); program assessment (through facilitating focus groups and surveys), competency in collaborating on projects with multiple components, audiences and stakeholders.

The Graduate ALT Project Assistant will meet with the Principle Applicant and/or co-applicants once a week to discuss project(s), expectations, and weekly tasks, as well as ongoing training. Work will be reviewed in conformance with established policies and guidelines.

This position can be done remotely.

#### Application materials and process:

To apply, please submit a cover letter, a curriculum vitae, and the names of 2 references. We will begin to review applications on June 15 2020 and ongoing until the position is filled.

Completed applications, as well as questions can be sent to Sajni Lacey, Learning and Curriculum Support Librarian at [sajni.lacey@ubc.ca](mailto:sajni.lacey@ubc.ca).