The Department of Language & Literacy Education has immediate hiring opportunities for 3 Digital Literacy & Literature Centre (DLC) **GAAs**.

Term: September 1st - April 30th (32 weeks) 2013_14
Hours: max 10 hours a week
Rate: OGPR supported GAA rates for 2013_14
$7985 for Doctoral level students
$7684 for Masters level students
Open: Three positions available

Description

The three DLC GAAs will work under the guidance of the DLC Faculty Committee and or/DLC Coordinator, to support LLED members (faculty, instructors, students and staff) in their research and teaching undertaken with or about digital media. Working with the main office, the GAAs will also be asked on occasion to support the department's digital media and technologies needs as necessary. According to the Digital Literacy & Literature Centre Mandate, "The DLC will offer consultation, disseminate information and provide training and instructional support in the area of digital literacy and its related technologies in support of research, teaching and learning for faculty, staff and students." It seeks to assist in educating LLED members in the use of applications and technologies, as well as in the development of research and communications strategies within collaborative networks, in order that they may become independent in their own use, and able participants in further knowledge distribution." (DLC Mandate, Appendix A)

Duties
- Assists and supports LLED faculty and students with project related activities that entail the use of digital media and networks
- Provides technical support for use of the Centre's hardware and software resources
- Updates and maintains the DLC website
- Provides instruction in use of digital technologies to support research and teaching through workshops and other strategies
- Provides consultation, plans, designs and develops solutions for integration of digital media in course development
- Collaborates with faculty members on digital initiates and projects
- Supports the use of web-based resources in teaching and research
- Performs other duties as required

Skills required (a mix of these is expected but not all)
- Sound working knowledge of Windows and Mac environments, with some familiarity with open source systems, such as Linux and Ubuntu.
- Word processing software, such as MS Office (including PowerPoint) and iWork, as well as online versions like Open Office and Google Docs.
- Expertise with difital audio and /or video editing using Audacity, iMovie and other common and widely available programs
- Expertise with social media tools to support academic collaboration, such as Mendeley
- Ability to use WordPress to maintain the website
- Ability to teach digital media skills to a wide range of individuals with varying knowledge of digital media
- Background in education or media/technology.

- Excellent communication and organizational skills.

Knowledge of the following would be considered an asset:

- Adobe's Creative Suite: Photoshop, Illustrator, Acrobat Pro, InDesign, Flash, Dreamweaver, After Effects, Premiere Pro.
- Apple's iLife: iPhoto, iWeb, iDVD, Garageband, iMovie.
- Instructional design, web page creation and web development tools including WebCT, HTML/XML coding, and Drupal/Wordpress.
- Experience with digital imaging, digital audio/video editing, and familiarity with graphics and digital video editing packages.
- Web 2.0 software (particularly in pedagogical contexts), for example: Blogger, Twitter, Ning, PBWiki, Delicious, RSS, Digg, Flickr, Youtube, WikiAnswers, Shelfari, etc.
- Software common to departmental practices, such as for data analysis, statistical analysis and discourse analysis (e.g., Atlas.ti, SPSS, nVivo).
- Free for use software, such as MovieMaker, Audacity, & Animoto.
- Internet-based project management software, such as Zoho, Basecamp, & Google Apps.
- Setup and troubleshooting of local area and wireless networks.

Updated CV and cover letter can be sent as a **PDF** or **Word** attachment to **lled-posting.educ@ubc.ca**. Please indicate in the subject line the course you are applying for *"LLED DLC GAA … "*

Application deadline for all positions: Monday August 23rd, 5pm

Due to the number of applications we receive, we are not able to confirm receipt of submissions over the phone or by mail, nor can we provide the status of applicants except to those who are selected for an interview.

UBC hires on the basis of merit and is committed to employment equity and diversity within its community. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. We encourage all qualified persons to apply; however, Canadian citizens and permanent residents of Canada will be given priority.