



FACULTY OF EDUCATION

DEPARTMENT OF LANGUAGE & LITERACY EDUCATION

The Department of Language & Literacy Education has opportunities for Graduate students to work in the **UBC-Ritsumeikan Academic Exchange Programs** for the 2014-15 academic year and assist with Special Orientation Workshops to help international students adapt to academic life at UBC – General Orientation to Academic Life (GOAL) workshops. We are accepting applications for three (3) **Workshop Assistant** positions as detailed below.

Schedule:

TERM 1: 15th, 22nd, 29th September, 6th, 20th October & 3rd November, 2014

Workshop assistants will be required to be available Mondays 2:30 to 5:30 PM for **six sessions** as scheduled above. Applicants would need to commit to **all six sessions** in order to be appointed for a total pay of \$750 (approx. 37.5 hours)

Workshop assistant duties include: Meetings to prepare for the workshops, assistance in set-up and facilitation of the workshops on scheduled dates, as well as some email follow-up with students after workshops. Prior experience of working with international EAL (English as an Additional Language) students is an essential requirement. Experience and knowledge of orientation workshops is desirable,

Updated CV and cover letter can be sent as a pdf or word document to lled-posting.educ@ubc.ca.

Please note successful applicants will be required to complete a UBC Equity Office workshop prior to the start of their appointment in the UBC-Rits Programs. Further details will be provided to successful applicants.

Application deadline is Tuesday, August 12, 2014

Due to the number of applications we receive, we are unable 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 encourage all qualified persons to apply; however, Canadian citizens and permanent residents of Canada will be given priority.