**Graduate Academic Assistant (GAA) Position Available**

**The following GAA Position is available:**  
**Job Title:** Department Representative to the Graduate Student Council of the Faculty of Education (a.k.a. GSFE Representative).

**Time:** Approximately 3.5 hours per week (equivalent to a 0.5 GAA), limited term (May 1, 2015 to April 30, 2016) with possibility of extension. Weekly schedule to be negotiated.

**Salary:** $3842.00/year Magistral; $3992.50/year Doctoral.

Note: While the total salary is based on a 3.5 hour work week, work hours will require some flexibility depending on the flow of events during the academic year (i.e. working fewer hours some weeks and more in others). The annual salary is calculated over a period of 52 weeks.

**About the GSFE Council**

The GSFE Council is the graduate student political body in the Faculty of Education, whose mandate is to assist in maintaining a robust flow of information regarding graduate student issues, policies, and concerns. The GSFE maintains and implements mechanisms for surfacing concerns related to graduate students and channeling feedback from students to the Faculty when issues affecting graduate students arise. The GSFE also provides student representation in key decision-making contexts (e.g., Faculty meetings; the Graduate Curriculum Advisory Committee (GCAC)), and supports the Faculty to identify student representatives for temporary search committees.

The GSFE is comprised of 8 council members: 6 representatives from each programmatic unit of the Faculty of Education (CFI, ECPS, EDCP, EDST, KIN, LLED), the GAA for International Student Support, and the facilitator/coordinator who operates at the hub of the Council to coordinate its activities (*the position advertised here*). The Council complements other structures bearing mandates for graduate students including Departments, the GCAC, the OGPR, and the Dean’s Office, by creating a structure for surfacing the perspectives of Education graduate students.

**Role and responsibilities of the GSFE Representative**

GSFE Representatives are active and contributing members of the GSFE Council. Council members act as an essential information conduit for graduate student concerns on behalf of their department/unit/school and the larger Faculty.

GSFE Representatives facilitate the flow of information regarding graduate student concerns in various ways, primarily by committing to the following:

* Serving a 12-month term in the position to establish continuity;
* Participating --- in-person—at all or most GSFE monthly meetings;
* Periodically engaging at outreach and consultation activities (in person and by email) with graduate students in their department/unit/school;
* Representing graduate students at their department and/or the GSFE, and contributing their voice (and vote, when possible) to various fora, committees, meetings including but not limited to:
  + GSFE Council meetings (generally two-hours monthly -- meetings must be attended in person);
  + Participating in the OGPR-GSFE Committee responsible for recruiting nominees (graduating students from among all graduate programs departments in the Faculty) and selecting the volunteer speaker for the Spring Convocation Ceremony;
  + Collaborating with the OGPR Project Coordinator at organizing and advertising an annual Faculty-wide Research Days;
  + Collaborating with the GSFE Coordinator at representing Education graduate student issues at the monthly meetings of the Faculty-wide Graduate Curriculum Advisory Committee (GCAC);
  + Other GSFE Council committee meetings when needed (an average of two hours bi-monthly);
  + Departmental meetings (when relevant).
* Maintaining regular email and other contact with the GSFE Coordinator and other Council members.
* Ensuring graduate student representation and consultation to the Faculty on behalf of their educational unit on issues related to graduate students. This may include ensuring attendance (themselves or other students/alternates; online or in person) at important meetings called by the Dean or others for feedback purposes, or by participating in and assisting with calls for feedback generally organized through the OGPR and facilitated by the GSFE Coordinator.
* Envisioning and supporting key GSFE-sponsored and/or co-sponsored events. Specific events already in place are: GSFE Council annual meetings with Departmental Peer Advisers; Departmental orientation events for new and returning students; GSFE Small Project Funding; and knowledge exchange meetings with other student representatives.
* Contributing periodical news and updates to be posted at the GSFE Blog page.
* Keeping a monthly time log on GSFE Rep activities and be prepared to submit it to the OGPR if requested.
* Preparing and submitting to the GSFE Coordinator, at the end of their year, a written report on their activities as GSFE Rep.
* Supporting the transition between exiting and new GSFE members.
* Liaising with the various GAA teams in their own or other Education departments/units when coordinating efforts/information would be advantageous.

**Qualifications:**  
Applicants must be comfortable engaging in active and constant dialogue with students, faculty and staff within the Faculty.

Applicants are expected to demonstrate strong communication and organizing skills, to possess a strong interest in contributing to the welfare of all graduate students and the graduate student community in the Faculty of Education.

Preference will be given to applicants with proven experience and interest in:

1. Researching and sharing knowledge on issues specially relevant to fellow graduate students in the Faculty of Education;
2. Implementing mechanisms for strengthening and ensuring participation of various graduate students perspectives at consultations on issues relevant to graduate students;
3. Taking a leadership role at envisioning, coordinating, promoting participatory and collaborative community-building events GSFE-sponsored events of interest and benefit to graduate students from the various departments and units;
4. Knowledge of the Faculty, the University and the various UBC graduate student support services and relevant policies;
5. Mutually collaborate with Council members at setting own individual objectives for your term as GSFE Representative and being able to periodically assess your progression towards these objectives; and
6. Networking and outreaching in person and through e-mail.

**Potential Benefits for the GSFE GAA Departmental Representative:**

* Learn more about how the Faculty operates.
* Gain experience in student advocacy work and various leadership skills that may contribute to a future career in academic or social justice settings.
* Engage with faculty, staff and fellow students.
* Contribute to creating a more enriching learning environment for graduate students.

**Application procedure/deadline**

* Registered graduate students who meet the expected qualifications and are interests at the position advertised here must apply directly to their departmental graduate advisor for consideration for this position. Do not apply directly to the OGPR.
* For more information you may contact, your current GSFE Representative or Angela Contreras, GSFE Coordinator [educ.gsfe@ubc.ca](mailto:educ.gsfe@ubc.ca) and/or visit the GSFE website [www.gsfe.educ.ubc.ca](http://www.gsfe.educ.ubc.ca).

*UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply.  UBC is strongly committed to diversity within its community and especially welcomes applications from women, visible minority group members, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of idea.*