



HELP Job Description

JD#_Graduate Academic Assistant_October2024

HELP TRAINEE COORDINATOR **Human Early Learning Partnership**

POSITION IDENTIFICATION

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| Position Classification: | Graduate Academic Assistant |
| Position Title: | HELP Trainee Coordinator |
| Faculty: | Faculty of Medicine |
| Department: | Human Early Learning Partnership (HELP), School of Population and Public Health (SPPH) |
| Term: | January 1, 2025 to August 31, 2025 |
| Funding: | HELP funded, Part-time (4 hours per week) |

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff, and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

JOB SUMMARY

The Human Early Learning Partnership (HELP) is a collaborative research and knowledge mobilization centre that cares about improving child well-being. We are an interdisciplinary team of faculty, staff, and affiliates dedicated to improving the health and well-being of children, youth, and their families and promoting equity from the start. Having established itself as a well-respected and internationally renowned research centre for over 20 years, HELP maintains strong relationships with school districts and other key partners in community and in the health, social service, and municipal sectors. These relationships have allowed the centre to make an impact at multiple levels, ranging from government policy and investment to regional and community development and service planning, to local school district programs and initiatives. Working at HELP is an opportunity to be involved in data collection and research, as well as community partnerships and engagement. HELP offers hybrid working arrangements, a beautiful campus environment, not to mention a friendly and collegial atmosphere with opportunities to work collaboratively with a number of teams on projects. HELP is grateful to work from the traditional, ancestral, unceded territory of the xʷməθkʷəy̓əm (Musqueam) People at the University of British Columbia (UBC).

The Human Early Learning Partnership (HELP) is seeking a Coordinator of the Centre's trainee activities. The Coordinator's main role will be to lead a community of trainees at HELP in creating a vibrant, healthy, and thriving environment for students and post-docs. This includes welcoming new students/trainees to HELP, serving as a point of contact between HELP staff, faculty and trainees, planning social and other events, learning sessions, and acting as an overall source of resource sharing and collaboration between trainees and labs.

ORGANIZATIONAL STATUS

The incumbent works under the direction and reports to the Director of HELP.

WORK PERFORMED

The duties for this position are three-fold: to provide support for new and continuing students/trainees working with HELP faculty, to coordinate student/trainee events, and to monitor student engagement in trainee activities:

- 1) Student/trainee engagement:** To take on a lead role in helping to build a vibrant HELP trainee community by keeping regular communication with new and existing trainees, and serving as a point of contact between students/trainees and HELP staff, faculty and research labs.

Tasks may include, but are not limited to the following:

- Welcoming new students/trainees to HELP: sending new students/trainees a welcome email, along with an orientation booklet
- Updating trainee lists, including trainee listserv, trainee Slack channel
- Updating trainee orientation booklet, as needed
- Acting as a point of contact between student representatives in HELP's All Systems: Engage! (HELP's leadership advisory group) and HELP students/trainees

- 2) Event coordination:** Initiate and organize social and learning events to foster community and network building, information sharing and training opportunities for HELP students/trainees.

Tasks may include, but are not limited to the following:

- Developing and implementing surveys to assess student/trainee interests and needs
- Coordinating all aspects of student/trainee social, learning opportunity and knowledge exchange events (4 per year)
- Managing a small trainee event budget

- 3) Monitor trainee engagement:** Tasks may include, but are not limited to the following:

- Collecting and organizing data on student/trainee engagement
- Communicating and reporting to HELP staff and faculty on student/trainee engagement
- Make suggestions on how to further develop HELP's student/trainee engagement

CONSEQUENCE OF ERROR/JUDGEMENT

This position is required to conduct all activities in an ethical manner and to treat information confidentially. The student needs to be reliable and courteous with colleagues and professionalism is of the utmost importance. The student will also be required to exercise good judgment and discretion while working with fellow students and post-doctoral fellows.

SUPERVISION RECEIVED

Works under the direction of the Director and works closely with the Research Mobilizer for the Director. The incumbent liaises with HELP's Leadership, Faculty and other Project Leads.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

HELP has adopted a hybrid model to work both onsite and remotely based on the operational needs of the position. At this time, the position works in an individual workstation at HELP approximately four hours per week. A flexible work schedule will be arranged to accommodate work flow fluctuation throughout the academic year. Office space has overhead fluorescent lighting, and task lighting. Normal office equipment equipped with a PC and shared printer.

MINIMUM QUALIFICATIONS

Currently enrolled in a UBC graduate program with a preference for students with a background in human research-focused social, health or public sciences

- Willingness to respect diverse perspectives, including perspectives different than their own.
- Demonstrates a commitment to enhancing own awareness, knowledge, and skills related to justice, equity, diversity, inclusion, and anti-racism.

PREFERRED QUALIFICATIONS

Master's degree an asset. Two years of related experience in project coordination in a research environment an asset. Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government.

SKILLS

- Demonstrated organizational skills - ability to oversee work processes.
- Ability to develop and maintain cooperative and productive working relationships.
- Effective interpersonal skills and ability to communicate.
- Excellent communication skills (written and oral).
- Self-motivation and ability to work effectively with minimal supervision.
- Must be highly organized with the ability to prioritize assignments and proven multi-tasking skills.
- The position requires a thorough knowledge of the university policies and procedures, good judgment and the ability to work independently in an interdisciplinary environment.
- Experience with standard computer software applications
 - Intermediate Word
 - Intermediate Excel
 - Intermediate PowerPoint
 - Outlook

To apply, please send your cover letter and current CV to:
Cheryl Rubuliak, Human Resources & Administration Manager
Human Early Learning Partnership (HELP)
Suite 440, 2206 East Mall, Vancouver, BC
Cheryl.rubuliak@ubc.ca

In your cover letter, please indicate why you are interested in the position and what you feel you have to contribute to HELP.