

job posting



Faculty of Land and Food Systems
THE UNIVERSITY OF BRITISH COLUMBIA



The Centre for Sustainable Food Systems at UBC Farm Position Title: Academic Assistant

Background

The Centre for Sustainable Food Systems at UBC Farm (CSFS/UBC Farm) is a 24-hectare teaching, research and community farm located on the University of British Columbia's Vancouver campus. Embodying UBC's aspiration to be a "living laboratory", the CSFS/UBC Farm provides experiential learning opportunities for students and strives to explore and exemplify how land, food and community are brought together to create healthy and sustainable food systems.

Working in a dynamic and high-energy environment, the Academic Assistant will assist the CSFS/UBC Farm Academic Director and the CSFS/UBC Farm Academic Programs Manager with duties and responsibilities associated with Academic-related programming at the CSFS/UBC Farm.

Duties

- Assist the Academic Director and the Academic Programs Manager in the development, implementation, delivery, and evaluation of teaching and research activities at the CSFS/UBC Farm.
- Assist with responding to academic-related inquiries from students, staff, and faculty; and supporting and supervising field activities for courses involved at the CSFS/UBC Farm.
- Lead UBC Farm tours for UBC courses, visiting scholars, and the general public.
- Assist the Academic Programs Manager in the tracking of teaching and research involvement at or with the CSFS/UBC Farm (including the evaluation of student experiences).
- Collaborate with the CSFS/UBC Farm Volunteer and Outreach Coordinator and the CSFS/UBC Farm Administration and Site Coordinator to share and promote CSFS/UBC Farm research and teaching activities and vision to the international, regional, and local communities through website maintenance, social media platforms, the development of repository tools and at outreach events; and providing special project assistance (e.g. revising site use, orientation and service rates, and other general duties) as required.

Qualifications

- Eligibility to the UBC Work Learn Program is a necessity (please read the [UBC Work Learn Program Student Eligibility Criteria](#) carefully to determine your eligibility).
- Familiarity and experience using programs such as MS Word, Excel and Access for academic data tracking.
- Experience and/or keen interest in teaching and research is strongly preferred.
- Excellent leadership, interpersonal and communication skills (verbal and written).
- Must be energetic, self-motivated, organized, efficient, able to multi-task and work well individually and collaboratively in a dynamic work environment and under time constraints and deadlines.
- Familiarity with the vision, mission, and background of the UBC Farm, in addition to a passion for, and a knowledge of, issues surrounding land, food, and community are great assets.

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www.ubcfarm.ubc.ca

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Position Details

- **Job Type:** UBC Work Learn Program Assistant
- **Supervision given:** Reports to the CSFS/UBC Farm Academic Programs Manager
- **Start Date:** September 1, 2017. Prior availability is a plus.
- **End Date:** April 30th, 2018 (with the possibility of an extension beyond May 2018).
- **Hours Worked:** 10 hours per week
- **Wage:** Between \$14.07 - \$15.03 per hour

How to Apply

- Email, as a **single PDF document**, a cover letter and a resume clearly detailing your experience and qualifications for this position to Veronik Campbell at veronik.campbell@ubc.ca
- Ensure your e-mail subject line clearly refers to the **Academic Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Applications must be received no later than **11:59 PM on August 13th, 2017**.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.

UBC hires on the basis of merit and is committed to employment equity. All qualified individuals are encouraged to apply. The Centre for Sustainable Food Systems at UBC Farm will give priority to individuals who have demonstrated commitment through volunteer service or other engagement.

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