Job Description
The project manager will work in collaboration with project partners and Graduate Academic Assistants to support aspects of the project aimed at the professional learning of faculty and other teacher educators in teacher education that focuses on how to incorporate and assess inclusive pedagogical practices in teaching through mentoring and leadership.

Inclusive pedagogical practices attend to how instructors can build their competence to effectively and respectfully engage with content, perspectives, and learning approaches concerned with Indigeneity and/or sexual orientation and gender identity (SOGI) in their teaching.

Primary Responsibilities
• Assist in planning and implementing project activities that include organizing, promoting, delivering, and evaluating activities planned to support professional development (e.g., workshop intensives, experiential workshops, observations of teaching, and speaker events).
• Create and disseminate communication for project activities through Faculty, University forums and social media platforms.
• Coordinate with project partners (Office of Indigenous Education and SOGI-UBC) for meetings and planning sessions.
• Manage projects tasks as assigned by project partners that concern planning, creating project resources, managing timelines, and evaluating the project.
• Establish schedules and coordinate project meetings.
• Liaise with other UBC departments as needed for communications and resources.

Qualifications
• Masters or Doctoral student,
• Experience working with Indigenous and/or LGBTQ2+ communities, perspectives, and priorities,
• Good organization, planning and prioritization skills with the ability to multi-task and move quickly from one task to another,
• Strong verbal and written communications skills,
• Attention to detail,
• Enjoys working in a collaborative, team environment,
• Able to complete tasks with minimal supervision.

Terms of the Appointment
August 06th, 2019 to March 30th, 2020 (some flexibility with start date if necessary)
10 hours per week at $27

Please submit CV and cover letter to indigenous.education@ubc.ca by August 01, 2019.