COMMUNITY GRADUATE PROGRAMS

MEd SITE ASSISTANT | Fall 2018 – Summer 2019
(Posted July 23, 2018)

Community Graduate Programs (Surrey) invites applications for the following:

Positions: MEd Site Assistant  
Location: SFU Surrey  
Cohort: MEd Educational Leadership, Complex and Urban Schools  
Site Sponsor: Dr. Michelle Nilson  
Pay Rate: $25/hour  
Hours: 40hr / term maximum

Job Description:
The Site Assistant acts as a mentor to the students and as a liaison with the Community Graduate Programs office.

Qualifications:

• Typically, candidates are either EdD or PhD students who are currently working towards completing their Doctoral degree;
• Research interest and related field experience and/or educational experience in complex and urban school environments;
• Skills in academic writing and providing feedback and guidance on students' writing;
• Experience and an academic background in post-secondary, higher education, student affairs, or related field;

Duties:
The Site Assistant may assist the Site Sponsor with the following:

• Introducing the Masters students with entry into the life of the student of the academy;
• Supporting students with the library and other research facilities;
• Attending orientation events;
• Helping students with writing and research advice in the various courses throughout the program;
• Maintaining email contact with the cohort as directed by the Faculty Site Sponsor;
• Attending at least one session of each course each semester;
• Contacting each Instructor each semester for course goals and expectations, assignments, and assessment criteria;
• Assisting the Faculty Site Sponsor with the final phase of the program, such as, the planning and completion of the Comprehensive Exams and Capstone event(s), including attendance at such event(s).

Reporting Structure:

• Reports directly to the Faculty Site Sponsor of the applicable cohort, under the administration of the Associate Dean, Graduate Studies in Education;
**Application Process:**
Submit a current resume and cover letter to:

Lauren Barke, Program Manager, edcgpmgr@sfu.ca

Please include the names and contact information for two referees familiar with your qualifications.

**APPLICATIONS WILL BE RECEIVED until 4:30 pm, July 31, 2018**

*In accordance with Canadian Immigration requirements, this advertisement is directed to people who are eligible for employment in Canada at the time of application. Simon Fraser University is committed to the principle of equity in employment and offers equal employment opportunities to qualified applicants. Information collected on application documents is obtained under the authority of the University Act (R.S.B., c.468,s.27(4)(a), applicable federal and provincial employment regulations and requirements and the University policy, Collection of Personal Information, (I.10.5). The information collected is directly related to and needed by the University to process applications for teaching positions and for offers of employment to qualified applicants. The information will be used by the Chair of the Department, or designate, to conclude appointments. If you have any questions about the collection and use of information provided by you, please contact the Director of Graduate Programs, Faculty of Education. If you have questions about Freedom of Information, please contact the Information and Privacy Officer, at 778.782.5465.*