

Job Title: WL S24 Undergraduate Academic Assistant

Position Classification: Project Assistant (CUPE 116)

Background

The Office of Experiential Education, UBC Faculty of Pharmaceutical Sciences (Pharm Sci), is seeking **one** Undergraduate Academic Assistants (UAA) to support activities related to a multiyear teaching and learning initiative. *Promoting 2SLGBTQIA+ Inclusion, Diversity, and Equity in Pharmacy Education (PRIDE-RX)* is a Faculty-led initiative with financial support provided by the University of British Columbia (UBC) Teaching and Learning Enhancement Fund. This initiative will integrate concepts of sexual orientation and gender identity and expression into the UBC Entry-to-Practice (E2P) Doctor of Pharmacy (PharmD) program over a three-year period and currently in its third year. The goal of this initiative is to enable pharmacy students and future pharmacists to provide safe, quality, and equitable care to 2SLGBTQ+ clients.

Role Summary

The UAA works collaboratively with the PRIDE-RX team in UBC Pharm Sci and reports directly to the Project Manager to ensure deliverables and objectives are met. The incumbent works closely with university, faculty, and community stakeholders to support project planning, development, implementation, and evaluation.

Work Performed

This role requires close collaboration with key stakeholders to execute project tasks and deliverables. The incumbent is expected to perform routine tasks of moderate complexity within a non-laboratory setting. The UAA will assist in the timely completion of tasks across all PRIDE-RX project components, depending on their interests, relevant skillsets, and capacities. Tasks include the following:

Research

- Conducts literature reviews and environmental scans.
- Supports data collection, processing, and quantitative and qualitative analyses.
- Assists in research finding dissemination (e.g. prepares reports, abstracts, posters and presentations).

Community Engagement

- Supports communications and partnership-building with community-based organizations through outreach and consultations.
- Supports the evaluation of community engagement initiatives.

Project Support

- Collaborates with team members and stakeholders to support the timely completion of project tasks, which include course development, lesson planning, developing educational materials, and evaluating student feedback.
- Assists in project scoping, planning, and coordination.
- Supports peer-learning through collaborating with, guiding, and mentoring other UAAs.

Supervision Received

The UAA works under the direct supervision of the Project Manager, PRIDE-RX and the PRIDE-RX Co-Leads and Lecturers, Office of Experiential Education, UBC Pharm Sci. The UAA may work independently within well-defined guidelines and parameters. The incumbent is expected to exercise judgment in prioritizing and carrying tasks through to completion and reach out for guidance as needed.

Qualifications

This position is open to all UBC undergraduate students. Current enrolment in the E2P PharmD program and lived experience of minoritization due to sex, gender and/or sexuality are preferred and prioritized. To succeed in this position, the incumbent should demonstrate the following:

- Good understanding of and commitment to equity, diversity, and inclusion (EDI)
- Ability to respectfully consult and collaborate with diverse communities
- Ability to work independently and collaboratively in a multi-team environment
- Ability to be adaptable and flexible to changing timelines, demands, and priorities
- Ability to maintain accuracy, pay attention to detail, and make sound judgment
- Knowledge of 2SLGBTQ+ communities
- Interest in learning about community development and capacity building
- Strong oral and written communication and interpersonal skills
- Experience in community-engaged learning is an asset

Contribution to the University Community

Work performed and produced by the UAA supports the UBC E2P PharmD program's goals of producing graduates who can meet the health needs of diverse populations. Students' work contributes to the University's commitment to promoting inclusive teaching, expanding experiential learning, and engaging with communities. Previous work includes the development of an upper-year elective course and the planning and operationalization of an advisory committee comprised of community partners and members to guide curricular changes.

Respecting diverse perspectives is a core value of the PRIDE-RX initiative. The PRIDE-RX Co-Leads have undergone Continuing Pharmacy Professional Development accredited training on supporting students and fostering positive learning environments. Supervisors will leverage their training, knowledge, and lived experiences to create a safe, supportive, and inclusive work environment.

Student Learning Components

Supervision and Training

- PRIDE-RX Co-Leads or their assigned delegate(s) will onboard and orient the UAA to workplace policies, procedures, and project team members' roles and responsibilities. The UAA will cross-train with fellow student workers to gain understanding of the project scope and deliverables.
- PRIDE-RX Co-Lead will conduct performance evaluation with the UAA twice during the work term. Supervisors will provide feedback routinely every two to three weeks at team meetings or through one-on-one check-ins. The UAA will be asked to reflect on their experience and share their feedback at these checkpoints to cultivate a safe, inclusive, and reciprocal culture.
- As a UBC Pharm Sci student employee, providing accurate and appropriate information is important. If concerns or complaints arise, the supervisor will discuss relevant matters with the UAA. Should a single incident be deemed severely unethical or improper, this could result in the immediate termination of their employment.
- Supervisors are available for additional support through Microsoft Teams, e-mail, or scheduled meetings.

Connections and Professional Development

- Meetings with the Project Co-Leads and Project Manager are available on request for one-on-one mentorship opportunities.
- The UAA will develop effective liaison skills in navigating and supporting the relationships between diverse stakeholders including faculty, community, and students. Under direct supervision, the UAA will develop partnership engagement strategies and apply ethical engagement practices to balance relationships with stakeholders and task completion. This role will enhance the student's understanding of community development and improve their awareness of complex social issues related to sex, gender, and sexuality.

Career Exploration

The UAA will demonstrate personal, professional, and academic growth in the following areas:

- Develops skills to support community engagement, curriculum design and development, research, and project evaluation. That includes presentation, facilitation, and public speaking skills, critical thinking and problem-solving skills, and time-management.
- Develops workplace competencies in communication, complex thinking, leadership, and teamwork.
- Generates greater understanding of EDI in the context of higher education by applying an equity-minded lens at both the individual and systems levels and embracing diversity, individual perspectives, histories, and narrative.
- Gains experience working with under-represented, underserved, and equity-deserving communities and accrues knowledge in 2SLGBTQ+ histories, health, experiences, and language.