

job posting



Faculty of Land and Food Systems
THE UNIVERSITY OF BRITISH COLUMBIA



Centre for Sustainable Food Systems at UBC Farm

Position Title: Academic Assistant

Background

The Centre for Sustainable Food Systems (CSFS) at the University of British Columbia is a globally unique research space aimed at improving the sustainability and resiliency of our regional, national, and global food systems. Based on a 24-ha sustainable farm used for teaching and community programming, CSFS engages in innovative sustainability learning and research, embodying the concept of campus as a living lab, where learners can immerse themselves in the stewardship of a working, productive landscape.

Working in a dynamic environment, the Academic Assistant will report to CSFS's Academic Coordinator and share in a wide range of tasks that help support the Centre's research and teaching functions. The diversity of work required in this position provides an unparalleled opportunity to learn first-hand about the challenges and rewards of integrating research and teaching into food production and food-related community engagement objectives.

Duties

- Assist CSFS's Academic Coordinator in the development, implementation, delivery, and evaluation of teaching and research activities in CSFS' community (e.g., Children's Garden, Indigenous Hub) and food production programs (e.g., UBC Farm, Agroforestry).
- With direction from CSFS's Academic Coordinator, coordinate the human and material resources for all accredited UBC teaching at or related to CSFS, including:
 - Connecting students, staff, faculty, and industry to create learning opportunities;
 - Responding to student, staff, and faculty inquiries;
 - Developing CSFS teaching curriculum;
 - Supporting and supervising field activities for courses involved at CSFS;
 - Leading tours for UBC courses, visiting scholars, and the general public; offering guest lectures in UBC classes; and participating in food-related panel discussions;
 - Tracking of teaching involvement at or with CSFS, including the evaluation of student experiences;
 - Collaborating with other on-campus teaching and learning organizations on curricular development.
- Support CSFS's Academic Coordinator in the coordination of human and material resources for all research at or related to CSFS.
- Collaborate with CSFS's Communication Coordinator to share and promote CSFS research and teaching activities and vision to the international, regional, and local community through website maintenance, social media presence, development of repository tools, and external briefs to supporting organizations, including the University Sustainability Initiative, SEEDS, UBC Sustainability Office, LFS Learning Centre, and the Alma Mater Society.
- Provide special project assistance (e.g., UBC New Farm Centre development, drafting funding applications, UBC Farm Symposium planning, drafting annual reports, revising site use orientation and service rates, and other general duties) as required.

Qualifications

- Preference will be given to applicants with post-graduate or undergraduate degree(s) that showcase a depth and diversity of natural and social knowledge and experience (e.g., applied biology, environmental

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sciences, agriculture, geography, education). Current graduate students with a flexible schedule are encouraged to apply.

- Excellent organizational skills: able to work quickly, efficiently, and calmly to identify and prioritize multiple tasks with minimal supervision in a dynamic and fast pace environment.
- Demonstrated teaching and curriculum development ability will be considered an asset: able to comfortably provide hands-on group and individual instruction to students of diverse ages and backgrounds and able to identify learning opportunities in a dynamic field environment.
- Strong written and oral English communication skills: able to work with the public, teach a diversity of audiences, and communicate with diplomacy and tact as a CSFS representative.
- Familiar with organic food production and food system sustainability concepts.
- Experience in field research design and data collection will be considered an asset.
- Adequate computer skills; confident with MS Office and online applications (Google documents and calendar, Dropbox, Doodle, etc.)

Position Details

- Job type: Miscellaneous Farm Worker
- Estimated start date: Flexible, anticipated mid-May to early June, 2014.
- Hours worked: Flexible, anticipated to start part time at 21 hours per week with the option of moving to full time depending on availability and budget.
- \$16.00-\$20.00 per hour, depending on experience.

How to Apply

- E-mail, as a single pdf document, a cover letter and a résumé clearly detailing your experiences and qualifications for this position to Véronik Campbell at veronik.campbell@ubc.ca.
- Ensure your e-mail subject line clearly refers to the position title for which you are applying.
- Ensure your name is included in the pdf file name.
- Applications must be received no later than **11:59 PM, Wednesday May 7th, 2014**.
- Interviews will take place from May 12th to 21st, 2014. Only applicants selected for interviews will be contacted. Please no phone calls.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. Students, Canadians and permanent residents of Canada will be given priority. The Centre for Sustainable Food Systems will give priority to individuals who have demonstrated commitment through volunteer service or other engagement.

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