

Graduate Academic Assistant (GAA) Position

A Graduate Academic Assistant (GAA) position is available to provide web design support for an upcoming conference. This conference, hosted by UBC's Department of Occupational Science and Occupational Therapy, is an international event and needs a well-functioning website with a slick, professional design aesthetic. The focus of this position is to update the design of an existing website built on UBC CMS (UBC Wordpress) and to add (but not create) some content.

MAJOR RESPONSIBILITIES:

- Update the design of an existing conference website using UBC CMS
- Add select content to the existing conference website
- Work closely with and take supervision from the Conference Social Media and Marketing Committee and the Conference Leadership Team
- Attend virtual meetings and provide website update reports as required

QUALIFICATIONS

The successful applicant must be/have:

- Currently enrolled as a student at UBC
- Experience and skill using WordPress (preferably UBC CMS)
- Have previous web design experience
- Self-directed and willing to take initiative in relation to carrying out assigned tasks
- Ability to accurately carry-out detailed instructions
- Ability to work independently, under pressure and meet deadlines
- Good technology skills

The successful applicant will preferably have:

- Experience in web design involving collaborating with an academic team
- Advanced experience using UBC CMS for web design

Appropriate skills and experience should include:

- Ability to work independently and within a team environment;
- Demonstrated web design skills;
- Strong familiarity and facility with UBC CMS and/or WordPress;
- Excellent written and oral communication skills;
- Excellent time management skills;
- Excellent interpersonal & team skills;
- Demonstrated ability to problem solve;
- Accuracy and attention to detail;
- Ability to meet deadlines;
- Demonstrated effective organizational ability;

Position Type: Casual (<15 hrs/wk OR <5 days total)

Wages: \$20 – \$25/hour

Number of Openings: 1

HOW TO APPLY

Please submit your cover letter, resume, and the names of two references to Jeff Boniface (jeff.boniface@ubc.ca), UBC Department of Occupational Science and Occupational Therapy.