



Faculty of Pharmaceutical Sciences UPROOT Team

Position Type: Graduate Academic Assistant

Faculty Supervisors: Jason Min/Larry Leung

Pay rate: \$30/hr

Hours per week: 20-30

Length of term: 1 year, grant-funded, renewable up to April 2026

Work setting: combination of remote/working from home and on-site (if appropriate)

Background

The Graduate Academic Assistant (GAA) will join the UPROOT team and will support several educational and research projects related to decolonizing and Indigenizing pharmacy. UPROOT is an exciting, multidisciplinary team that works with rural, remote, and urban Indigenous community partners on a variety of projects aimed at culturally safe pharmacy education and practice. The UPROOT team has worked with Indigenous partners for over 10 years and in partnership, has developed Canada's first mandatory and elective Indigenous Health pharmacy courses. This position offers an exciting blend of work within a diverse range of domains including in supporting students, curriculum, research, and community engagement. The Faculty of Pharmaceutical Sciences at UBC is a recognized leader among pharmacy programs in Canada in supporting Indigenization efforts.

The project seeks to hire ONE graduate student to join the UPROOT team. In addition to the expected duties and responsibilities, the student will also have unique opportunities to participate in community engagement both virtually and in-person when appropriate with Indigenous partners, including community visits across BC. Travel costs will be covered by the project and safety policies will be in alignment with available University policies.

The GAA will be offered a unique opportunity of individualized training, mentoring, and shared upskilling. The successful candidate does not have to self-identify as Indigenous nor are they expected to be experts in the field, although experience is preferred.

Work Performed

- Coordinate meetings with internal and external stakeholders by scheduling, organizing room bookings, organizing catering, and taking minutes when required.
- Support the engagement and collaboration with Indigenous partners and external stakeholder, including attending meetings, taking minutes, and connecting through email and phone.
- Act as a contact person and respond to all inquiries related to the project using multiple modalities including email, telephone, and in-person while maintaining confidentiality.
- Coordinate evaluation-related events and activities including community forums, online surveys, interviews, and knowledge dissemination activities with communities.



- Organize catering and set-up for events while also assisting with accommodations and travel needs for guests.
- Assist in the creation of documentation including, but not limited to, policy development, future funding applications, ethics, and summary reports.
- Create electronic and paper-based methods for data collection (e.g. surveys and evaluation forms, etc.).
- Collect and analyze data for each of the projects (e.g. reviewing surveys, conducting focus groups).
- Catalogue, index, and manage large sets of data
- Contribute to the overall team culture and accountability of honouring Indigenous methodologies and research preferences.
- Provide administrative support including organizing team meetings, travel arrangements, reimbursements, and other financial duties.
- Tracking and organizing funding responsibilities, research grant and operational budgets, receipts, reconciling expenses, and submitting honoraria to partners.
- Responsible for student employees' orientation and onboarding process, computer troubleshooting and progress on timelines and action items.
- Assist in supporting undergraduate students.

Supervision

Duties by the GAA will be performed under the direct supervision of one Faculty supervisor. Regularly scheduled team meetings will be held to ensure effective communication and accountability. As part of a diverse team of undergraduate students from different faculties, the successful candidate will be encouraged to work and learn from one another in a supportive atmosphere. The work done in UPROOT will also be under the direct review and guidance of the project's Indigenous Leadership Committee. This will be conducted via online platforms such as Zoom and in-person when appropriate.

Qualifications

- **Successful applicants must be pursuing a graduate degree for the entirety of their employment.**
- **Understanding of cultural safety and how to apply it in workplace settings is a must.**
- Experience in project coordination or administrative practices and previous experience working with Indigenous communities is considered an asset.
- An understanding of pharmacy practice or healthcare is not required but considered an asset.
- Excellent knowledge of basic office computer software (e.g. Microsoft Word, Excel, Teams) or the ability to quickly learn.
- Knowledge of database management and cataloguing.
- Previous project and/or research experience, including experience conducting literature reviews, managing budgets, preparing teaching material, preparing reports, and assessments are preferred but not necessary.
- Previous experience with organizing and coordinating small to mid-sized events.
- Demonstrated ability to work independently and in a team environment.
- A high level of accuracy and attention to detail.
- Ability to show good judgement, time management skills, and professionalism throughout.
- Excellent communication skills, both written and verbal.



- Highly self-motivated to learn, improve, take initiative, and be involved.
- Excellent organizational skills in keeping track of priorities, tasks, and deadlines across the project team.

Orientation and Training

The GAA will receive extensive onboarding and training to support their learning and work. This includes the following:

- Orientation to the team, stakeholders, and procedures
- San'yas Indigenous Cultural Safety Training will be provided
- Ongoing cultural safety and ethical community engagement training will be provided through individual or group sessions with the supervisors
- Extensive learning pertaining to health disparities, colonization, and social determinants of health, provided through readings and discussions
- Team-based activities to improve knowledge will be incorporated as schedules allow
- Ongoing training and support on current pedagogical practices, theories, and foundations to ensure content is grounded in the correct methodologies
- Library tutorials to improve research skills
- Readings and online resources will be provided for specific areas or tasks
- Ongoing support and training from the Faculty Supervisors or through other programs as needed for specific tasks that arise
- First-hand experience engaging ethically and working collaboratively with Indigenous experts and community representatives

Personal, Professional, and Academic Development

This position is unique in offering teaching/education, project management, cultural safety, and Indigenous community engagement skills. This will encompass various modalities including online, phone, and in-person, offering immersive experiences for the candidate. This will allow the person to gain a greater appreciation for the knowledge, skills, behaviours, and application of cultural safety and humility as future pharmacists and as adult members of society. This will contribute to the overall advancement of reconciliation in Canada, and will provide important experiences in true community-based and Nation-driven collaboration. These are foundational pieces that will support the person in a broad area of workplace and graduate competencies.

Interested applicants please send a resume and cover letter to

Olivia Yeung at yeungoli@student.ubc.ca by 11:59pm August 16th, 2024. Please indicate in your cover letter your expected graduation date.