Job title: Indigenous Graduate Academic Assistant for Indigenous Projects  
Pay rate: $20-$25 per hour  
Hours per week: 5 hours per week for 10 weeks  
Time Period: Jan-March 2023  

Project Background and Description  
The UBC Emeritus College (EC) requires a graduate academic assistant to assist the Continuing Scholarly Activity and Engagement Committee (CSAEC) with a new project related to the EC’s Indigenous Strategic Plan. The project is to identify and collate information about Indigenous educational resources, courses, events, and Indigenous business services to inform and educate members of the Emeritus College.  

Specific duties include:  
- Search UBC web sites (Faculties, Organizations, Clubs) to identify, select, and summarize courses, events, and resources that Emeritus College members would be able to access and participate in for their educational purposes  
- Identify, select, and summarize Indigenous business services such as catering and travel that Emeritus College members could access and use  
- Prepare summaries for Emeritus College newsletter and/or web site  
- Contact UBC units as necessary for additional information about Indigenous resources  
- Identify and summarize Indigenous educational resources and events offered by Indigenous organizations in the Vancouver area; contact these organizations for additional information as necessary  
- Liaise with the Chair or representative of the CSAEC throughout the project  

Qualifications:  
- UBC Indigenous graduate student currently enrolled in a masters’ or doctoral program (priority given to a graduate student who has taken various UBC Indigenous courses)  
- Knowledge of Indigenous worldviews and direct experience with Indigenous communities and/or organizations  
- Knowledge and experience with various UBC Indigenous-oriented courses  
- Familiarity with UBC Indigenous communities, units, programs, and initiatives that provide educational, research, or services focused on Indigeneity  
- Excellent communication skills  
- Ability to tailor information to the interests of Emeritus College members  
- Experience with writing and posting material on web sites and other digital media  

Time Period of GAA: January - March 2023, 5 hrs a week @ $20-$25 per hour x 10 weeks total.  

Send letter of interest, resume and names of two references to: Jo-ann Archibald, jo-ann.archibald@ubc.ca by November 28, 2022.  

Priority is given to Indigenous graduate student applicants who have direct experience with Indigenous communities and/or Indigenous organizations and UBC Indigenous courses.