



THE UNIVERSITY OF BRITISH COLUMBIA

## Department of Language & Literacy Education

Faculty of Education

The Department of Language & Literacy Education is seeking a qualified candidate to serve as Graduate Peer Focus Group Facilitator.

<b>Position Title:</b>	Graduate Peer Focus Group Facilitator
<b>Position Type:</b>	Graduate Academic Assistant (GAA)
<b>Period:</b>	Approximately 8 weeks, starting Aug. 26 <sup>th</sup>
<b>Hours:</b>	Approx. 5hrs/week
<b>Salary:</b>	\$1,200 per period
<b>Number of Positions:</b>	1 PhD (any year)

The role of LLED Graduate Peer Focus Group Facilitator (henceforth, facilitator) is to work closely with the LLED self-study committee and assist in focus group data collection from current LLED PhD students with a focus on eliciting their experiences and perspectives relating to their registered programs. The facilitator will consult with LLED faculty members about the aims of the focus group interviews as well as the interview schedule and procedures. The facilitator will be responsible for recruiting possible participants, organizing and scheduling interview times with focus group participants, conducting focus group interviews, transcribing the interviews, analyzing the data, and creating a final written report of the focus group inquiry in line with the LLED self-study committee's guidelines.

### Qualifications

- LLED PhD student
- Interest and energy to interview a diverse group of PhD students
- Demonstrated interest in gaining leadership experience in the Department and Faculty
- Previous experience with qualitative interviewing, transcription, and analysis
- Strong organizational, note-taking, and synthesizing skills

### Eligibility

The facilitator position is open to international and domestic LLED PhD students in any year of study.

### Application Instructions

Submit an updated CV (*required*) and a cover letter highlighting previous relevant experience for this role (*optional*) in PDF to [lled-posting.educ@ubc.ca](mailto:lled-posting.educ@ubc.ca). Please indicate in the subject line of your application email that you are applying for the LLED Peer Focus Group Facilitator positions.

Due to the number of applications we receive, we are not able to confirm receipt of submissions over the phone or by mail, nor can we provide the status of applicants except to those who are selected.

**Application deadline: 4 pm, Monday, May 6, 2024**

*Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

*We encourage all qualified persons to apply; however, Canadian citizens and permanent residents of Canada will be given priority.*