The Department of Language & Literacy Education is seeking a qualified candidate to serve as a Graduate Administrative Assistant (GAA) in the Digital Literacy Centre for the 2024-25 academic year.

**Position Title:** Digital Literacy Centre GAA  
**Period:** September 1, 2024 – April 30, 2025  
**Hours:** Approximately 8-10 hrs/week depending on the time of year  
**Salary:** $7,560 per period  
**Number of Positions:** 2

**Description and Duties**
The role of this GAA is to serve as research and teaching support for the Digital Literacy Centre (DLC), working with other DLC GAA research leads to support educational innovation and community outreach for digital literacy projects conducted locally and nationally. Particular duties will include active participation in all DLC related meetings, projects and events: leading workshops; maintaining, systematizing, and expanding the DLC’s digital repository; assisting in data gathering, supporting educational innovations in digital pedagogy and co-creation of related curriculum and teaching materials; and to foster creative approaches to digital practices of arts-based research undertaken through the Centre and in the Department. This GAA will be required to maintain computer resources of the DLC, trouble shoot technical issues arising from the use of new software, join instructional initiatives of the DLC, and to maintain DLC equipment, lending schedules, and inventory DLC hardware. The successful applicant may be called upon to assist the Department in a variety of ways, such as video documentation of events and so on. In addition, the GAA will be expected to produce one research paper and/or present on DLC-related projects in academic conferences at least once during their employment.

Other routine duties expected of the person filling this position include attending DLC meetings, helping in the maintenance and operation of the Digital Literacy Centre space in the research commons, occasional assistance with the print materials collection, and support for LLED events where technical assistance is required. A focus on digital literacy, innovative use of applications, creation of educational apps, and fluency with digital media production is required, along with ability to review current literature on a wide range of topics related to digital literacy, collect and analyze data for DLC projects, and mobilize knowledge within the larger academic and relevant outreach communities.

**Qualifications**
- Ideally doctoral students in full time studies with interest in/experience with digital media research, production, and dissemination.
- Some familiarity with or interest in database management and ability maintain DLC’s online repository and web sites.
- Demonstrated interest in gaining leadership experience in community outreach and education, as well as in innovative research methodologies.
- Media production skills are also advantageous, including experience working with digital audio and video editing software, qualitative data analysis software, and / or text visualization, sonification, or generation tools.
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.

Application Instructions
The opening is a GAA (Graduate Academic Assistant) designated position open to international and domestic students. MA or MEd students are also encouraged to apply. If you are interested in this leadership role, please send an updated CV and cover letter to lled-posting.educ@ubc.ca. Please indicate in the subject line you are applying for "LLED DLC GAA."

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: Noon, Monday, July 22, 2024