



# 2023-2024 Winter Term TAWL Job Descriptions



THE UNIVERSITY OF BRITISH COLUMBIA

**Chinese Language Program 中文项目**

Department of Asian Studies

# Teaching Assistant (TA)

## ROLE OVERVIEW:

The candidate will play an important role in supporting instructors with various course related activities including **grading, material development, canvas management and Oral Practice facilitation**. This role demands a **high level of commitment** and **professionalism** as candidates will serve as a key member of the Teaching Team that governs a particular course. Candidates will be equipped with a variety of transferable skills from this role, especially for those seeking to pursue a career in teaching and education.

TASKS INCLUDE BUT ARE NOT LIMITED TO:		REQUIREMENTS:
Grading	<ul style="list-style-type: none"> <li>Marking and providing feedback on student's assignments and projects</li> <li>Creating assignment and project rubrics</li> </ul>	<ul style="list-style-type: none"> <li><b>Strong sense of responsibility</b> and understanding of course materials (e.g., sentence patterns, grammar structures, vocabulary)</li> <li><b>Remaining objective</b> when assessing students' work</li> <li>Ensuring <b>strict compliance</b> with all policies and guidelines regarding <b>privacy and confidentiality</b> when handling course materials and student information</li> </ul>
Canvas Management	<ul style="list-style-type: none"> <li>Organizing and maintaining course materials on Canvas</li> <li>Managing assignment groups and deadlines</li> <li>Uploading material and validating online documents and links</li> <li>Communicating and notifying instructors about course announcements or updates</li> </ul>	<ul style="list-style-type: none"> <li>Detail-oriented, highly organized, and makes a conscious effort to keep track of tasks and assignments</li> <li><b>Willingness to learn and adapt</b> to new technologies</li> <li>Knowledge of Canvas settings and management is an asset</li> </ul>
Oral Practice Facilitation	<ul style="list-style-type: none"> <li>Collaborating with OP WLs to coordinate Oral Practice sessions for the course(s) you are responsible for</li> <li>Conducting OP Trainings</li> <li>Identifying strategies to enhance OP material by analyzing students' performance during OP sessions</li> </ul>	<ul style="list-style-type: none"> <li>Uphold a high level of professionalism</li> <li>Collaborative and has strong <b>leadership</b> and <b>public speaking skills</b></li> <li>Highly <b>observant and attentive</b> to the various needs of students' and instructors'</li> <li>Excellent interpersonal skills and <b>proficiency in conflict resolution</b></li> </ul>
Course Material Support	<ul style="list-style-type: none"> <li>Designing and creating assignments and project instructions</li> <li>Developing and uploading comprehensive OP instructions</li> <li>Strategizing ways to enhance existing course materials in alignment with specific course learning goals and the students' learning needs</li> </ul>	<ul style="list-style-type: none"> <li>Exceptional <b>communication skills</b>, characterized by responsiveness and adaptability</li> <li>Proficient in time management and adept at handling high-pressure situations</li> <li>Exhibits strong <b>critical thinking skills</b></li> <li><b>Digital literacy</b> and proficiency in Google Workspace</li> <li>Meticulous and <b>fully committed</b> to meeting all deadlines and expectations</li> </ul>



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# Oral Practice WorkLearn (OP WL)

## ROLE OVERVIEW:

Candidates will serve as **facilitators for Oral Practice sessions** to ensure the smooth-running of the program by **conducting trainings, assigning student-volunteer groups, recording attendance** and other related activities. OP WLs play a central role in **coordinating students and volunteers** during OP sessions to **ensure a meaningful and positive language learning experience for all students**. Experienced OP WLs may also have opportunities to be involved in other CLP related tasks such as curriculum development.

	TASKS INCLUDE BUT ARE NOT LIMITED TO:	REQUIREMENTS:
OP Facilitation	<ul style="list-style-type: none"> <li>Assisting and moderating OP materials and activities</li> <li>Demonstrating comprehensive understanding of weekly OP materials</li> <li>Identifying and promptly addressing any issues observed during OP sessions or on OP sheets</li> <li>Providing support to volunteers in handling unexpected situations that may arise</li> <li>Analyzing students' performance during OP sessions to identify opportunities for enhancing OP material</li> </ul> <p><b>【Training Facilitator】</b></p> <ul style="list-style-type: none"> <li>Organizing OP trainings to equip volunteers with the necessary skills for conducting OP with students</li> </ul> <p><b>【Classroom Facilitator】</b></p> <ul style="list-style-type: none"> <li>Assisting and providing guidance to volunteers during OP</li> </ul> <p><b>【Attendance Facilitator】</b></p> <ul style="list-style-type: none"> <li>Documenting attendance and recording feedback on student and volunteer performance</li> <li>Strategically pairing or grouping students and volunteers each session based on the student's learning needs</li> <li>Representing the CLP and being the first point of contact for students and volunteers during OP</li> </ul>	<ul style="list-style-type: none"> <li><b>Native or Advanced</b> proficiency in <b>Mandarin</b> is an asset</li> <li>Strong sense of responsibility and professionalism (e.g., committed, punctual)</li> <li>Collaborative and has strong <b>leadership</b> and <b>public speaking skills</b></li> <li>Highly <b>observant and attentive</b> to the various needs of students' and instructors'</li> <li>Excellent interpersonal skills and <b>proficiency in conflict resolution</b></li> </ul>
Program Support	<ul style="list-style-type: none"> <li>Assisting instructors by executing assigned program-related tasks</li> <li>Experienced WLs may collaborate with instructors in curriculum-related tasks or contribute to the development and design of course materials</li> </ul>	<ul style="list-style-type: none"> <li><b>Proactive</b> and shows willingness to <b>take initiative</b></li> <li>Exhibits strong <b>time management skills</b></li> <li><b>Enthusiastic</b> and able to <b>adapt to new or challenging experiences</b> with a positive mindset</li> </ul>



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# Social Media & Events WorkLearn (SE WL)

## ROLE OVERVIEW:

Candidates will be **responsible for all CLP-related event and news promotion**, and will play a pivotal role in **developing media content**, such as **newsletters, videos, and social media posts** and distributing them through various channels. Candidates will serve as a key asset in helping us **showcase our program to a wider UBC audience** by bridging across multiple teams to produce the best strategy for promotion. This role is a stepping-stone towards anyone who wishes to pursue a career in marketing, journalism, design or online media.

## TASKS INCLUDE BUT ARE NOT LIMITED TO:

## REQUIREMENTS:

	TASKS INCLUDE BUT ARE NOT LIMITED TO:	REQUIREMENTS:
Writing & Editing Newsletters	<ul style="list-style-type: none"> <li>Composing newsletters, articles, and other media communications to promote the program</li> <li>Preparing relevant materials to be uploaded on our website and forwarded to the Department of Asian Studies</li> <li>Working closely with the Asian Studies Promotion staff to create promotional strategies for</li> </ul>	<ul style="list-style-type: none"> <li>Excellent <b>English writing skills</b></li> <li>Detail-oriented and highly organized</li> <li>Proficient in <b>time management</b> and adept at handling multiple projects at once</li> </ul>
Social Media Management	<ul style="list-style-type: none"> <li>Regularly updating the official CLP social media pages (Instagram, Facebook, YouTube) with engaging and creative content</li> <li>Creating visually appealing posters and infographics for CLP-related events</li> <li>Developing promotional materials to increase awareness of the program</li> </ul>	<ul style="list-style-type: none"> <li>Strong aptitude for <b>creativity and innovation</b></li> <li>Proficient in both <b>creative and strategic thinking</b></li> <li>Demonstrates a <b>unique creative direction</b> and possesses aesthetic understanding</li> <li><b>Background in graphic design</b> and familiarity with creative design and video editing software (e.g., Photoshop, Adobe Illustrator, FCPX) are assets</li> </ul>
Website Maintenance	<ul style="list-style-type: none"> <li>Updating CLP's website with relevant information about upcoming and past events</li> <li>Collaborating with the Newsletter Team to ensure timely publication of content</li> <li>Managing and regularly updating information on the CLP's website to ensure it is accurate</li> </ul>	<ul style="list-style-type: none"> <li>Ability to <b>identify areas for improvement</b> and successfully implement projects</li> <li>Strong <b>problem-solving skills</b> and able to consistently deliver effective solutions</li> <li>Exemplary sense of <b>responsibility</b> and proactive approach to <b>taking initiative</b></li> <li>Proficiency in <b>web development</b> is an asset</li> </ul>
Events	<ul style="list-style-type: none"> <li>Planning, developing, and executing CLP-related events</li> <li>Organizing the resources and materials needed for the events</li> <li>Communicating with various parties to ensure all tasks are on track for the event</li> <li>Facilitating activities on the day of each program event</li> </ul>	<ul style="list-style-type: none"> <li>Collaborative and has strong <b>leadership</b> and <b>public speaking skills</b></li> <li>Excellent interpersonal skills and <b>proficiency in conflict resolution</b></li> </ul>



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