**Special Education Peer Advisor GAA (0.5 FTE)**

The Peer Advisors collaborate to provide department-wide support, but are identified to program-area students as peer advisors in the specific program area. They provide very important support for new and continuing students, as well as students who are considering application to the Departmental Graduate Programs.

The Peer Advisors provide valuable support to new and ongoing students, as well as provide information that supplements other available sources. They help to organize departmental colloquia, speakers and social events, as well as providing a mechanism for communication of student issues to department faculty and administration.

**Duties/Responsibilities**

The SPED GAA reports to the SPED coordinator and Graduate Program Assistant and assists the SPED Coordinator and SPED Area Committee by:

* Undertaking research as requested by the SPED Area Coordinator and Graduate Program Assistant (e.g., collect information and data, prepare reports)
* Acting as a student peer advisor to SPED graduate students
* Organizing social events as requested
* Assisting with the department graduate student orientation in September
* Attending monthly SPED Area meetings and taking minutes
* Assisting the SPED area Coordinator or SPED area as requested

**Time commitment and pay**

This Graduate Academic Assistant position is a 5 hour/week commitment from September 01, 2022 to April 30, 2023 with a stipend of $4,000 (for a doctoral level student) or $3,880 (for a master’s level student). A flexible work schedule will be arranged to accommodate work flow fluctuation throughout the academic year.  The successful applicant will be required to attend SPED area meetings, which are currently scheduled the 2nd Thursday of each month (Sept. – Apr.) from 2:00-4:00 p.m.

To apply, please send your cover letter and current CV to: [ecps.administration@ubc.ca](mailto:ecps.administration@ubc.ca).

Applications should include the current CV and a letter indicating why you are interested in the position and what you feel you have to contribute to the Department.