

Graduate Teaching Assistant (GTA) Opportunity - CUPE 2278 2025/26 Winter Session (Sep-Apr)

PLAN 425: Urban Planning Issues and Concepts

Academic Term:	25WT2 (Jan-Apr)
Class Times	Fridays, 8:00-11:00am
Instructor & Supervisor:	Mark Stevens
Number of Positions:	3 (three)
Appointment Start Date:	January 1, 2026
Appointment End Date:	April 30, 2026
Total Hours:	153 hours/position
Application Closing Date:	Re-Appointment: Wednesday, April 30 2025 New Appointment: Sunday, June 01 2025

This course provides an overview of the theoretical perspectives and development of urban planning, highlighting contemporary planning issues and the translation of knowledge in policy and practice, towards the aim of fostering thriving communities and more just cities. For third- and fourth-year undergraduate students interested in urban planning.

QUALIFICATIONS

Education and Experience

The applicant must be registered in a Master's or PhD program at UBC Vancouver and:

- Have general competence with digital technology and a willingness to develop skills as needed (e.g. in Zoom, Canvas)
- Have strong communication and interpersonal skills
- Have organizational and time management skills towards meeting lesson delivery and marking deadlines
- Be inspired in shaping curious minds, sharing knowledge and have an interest in pedagogy
- Contribute and enjoy being part of a dynamic teaching team

Graduate Teaching Assistant Duties:

This GTA position will require a number of duties including but not limited to:

- Completing assigned readings to prepare for each class session
- Attending each class session, to record student attendance, distribute and collect materials, monitor student activities, and respond to student questions
- Meeting with Instructor and other GTAs for 1 hour immediately after each class session to debrief and discuss marking of assignments
- Coordinating with Instructor and other GTAs over email periodically throughout the course
- Hold 1 hour of office hours each week to meet with students and to assist students who missed a previous class session with catching up on course materials
- Marking assignments with constructive feedback to be relayed to students reliably by a timeline (grading rubrics and timeline to be agreed upon and used by the teaching team)
- Utilizing Canvas to facilitate course management and record keeping

Skills and Abilities

- strong communication skills (written and verbal); strong appreciation of visual content would be an asset
- strong ability to facilitate discussions and activities in consideration of varying group dynamics
- strong ability to provide students with constructive guidance and feedback
- strong self-awareness of conduct when interacting with students
- effective time management (plan, organize, and prioritize workload)
- competent in on-line learning technology
- excellent team player
- interest in pedagogy, including enthusiasm to discuss and exchange insights with the teaching team