



ST. MARK'S COLLEGE

## **Program Development Assistant (Part-time)**

### **St. Mark's College**

This position would assist with three main areas of growth during this academic year:

#### **Logistics for Online program development (20%)**

- Coordinate with Wabash
- Help organize in service for instructors etc.

#### **Logistics for Program Review (20%)**

- Collating survey responses

#### **Summer School Development (60%)**

- Research best practices for Summer School (VST, Regent, etc.), create plan for 2022 SMC Summer school in collaboration with us
  - Due: end of September
- Formalize the program for Summer School (classes, extra-curricular, public talk(s), housing options for out of town people)
  - Due: November
- Advertise the Summer School in coordination with marketing
  - Beginning in December
- Facilitate the actual Summer School
  - Organize opening/closing gathering
  - Daily prayer
  - Daily team building activity during break
- Produce process document for how to execute future summer schools
  - Due August

#### **Abilities, Skills, and Knowledge**

- Excellent communication and interpersonal skills including the ability to take notes
- Excellent time management and organizational skills, ability to multi-task
- Some knowledge of Catholic Church structure is an asset
- Able to establish and maintain effective working relationships with staff members, faculty members, and other relevant stakeholders
- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

## **About St. Mark's College**

The Community of St. Mark's at the University of British Columbia is comprised of St. Mark's College, St. Mark's Parish and Corpus Christi College. Together we provide a centre of excellence for higher education in British Columbia.

St. Mark's College offers graduate-level academic and professional programs, including degrees and certificates for teachers, administrators, ministerial leaders, social service workers and other professions.

Corpus Christi College and St. Mark's College at UBC are open to individuals of all backgrounds and traditions, and we are committed to meeting students "where they are" on their life journeys. We play a crucial role by offering small classes, accessible faculty and a community environment focussed on forming graduates who are prepared to take on the intellectual, professional, and social challenges of our times. You can be part of helping us accomplish this mission.

Please submit your resume and cover letter to [hr@stmarkscollege.ca](mailto:hr@stmarkscollege.ca)

**Applications open until filled**