

JOB POSTING: Campus Block Facilitator & Faculty Support (Casual/Part-time)

Program: Temerty Faculty of Medicine, Physician Assistant (PA) Program

Location: University of Toronto Scarborough Campus (hybrid)

Contract: July 6 – December 18, 2026

Pay rate: \$1500/week

Schedule

July–Aug & Oct–Dec: ~2 half-days per week (flexible, varies by need)

Aug 31 – Sept 25: 2 full days per week on-site

Role Overview

We are seeking an experienced facilitator to support planning, delivery, and follow-up of the PA Program's September campus block at the Scarborough campus. This role combines program planning, on-site delivery, and post-block continuity, and will support the launch and stabilization of operations at a new site. This will be a hybrid role with on-site presence at the Scarborough campus required at key points in the year.

Key Responsibilities

Planning & Preparation (July–August)

Contribute to campus block planning including logistics and scheduling

Support facilitator recruitment and onboarding

Assist with preparation of materials, rooms, and workflows

Provide mentorship to new administrative staff

Program Delivery (Aug 31 – Sept 25)

Support daily session setup and on-site operations

Troubleshoot issues in real time

Act as liaison to Course Director

Provide teaching backup as needed

Post-Block Support (Oct–Dec)

Support debrief and process improvement

Document workflows and build institutional knowledge

Assist with planning for upcoming blocks and program needs

Qualifications

- Prior experience facilitating within the Temerty PA Program
- Strong organizational, planning, and problem-solving skills
- Ability to work flexibly and manage variable workload

- Comfortable supporting both teaching and administrative operations
- Collaborative, proactive, and team-oriented

To Apply

Please submit a brief expression of interest outlining your relevant experience to pa.academics@utoronto.ca.

This role is ideal for someone interested in contributing to program development, supporting a new campus launch, and engaging in both teaching and operational leadership.