

Position Type: UBC Vancouver Work Learn Program
 ID: 801058
 Organization Type: UBC faculty, staff, departments or student groups
 UBC Faculty/VP: Faculty of Land & Food Systems
 UBC Department Name: Applied Biology
 Job Title: WL W13 project worker
 Work Learn Project Number: 230311

Job Description: Assist the Applied Biology Program (APBI Director and Coordinator with researching, developing and constructing multi-media resources; static and web-based. Assist in organizing, publicizing and managing student recruitment and retention events and activities including community science fairs, applicant information sessions, career fairs for current APBI students, etc. Manage APBI social media, and the duties and responsibilities.
 Open to senior undergraduates and graduate students. Skills required include excellent communication skills, both verbal and written; ability to work independently; familiarity with social media; creativity and excellent organizational skills. Knowledge of the BSc in Applied Biology an asset.

Qualifications: Weekly meeting with supervisor will allow the student to ask questions and have input on planning and organization of position activities and work schedule. Weekly meetings provide for regular feedback and support from supervisor.
 The student will have numerous opportunities to develop skills and confidence speaking with fellow students, faculty members and members of the public. The student will meet and network with professionals in various fields of applied biology. Student will have opportunities to learn skills related to public relations, event planning, various communications tools and design. Specific skills learned include interview techniques, video filming and editing, event planning, graphic design, use of social media, project planning.

Student Learning Components (UBC Vancouver Work Learn Program):

Position Classification: Project Assistant (\$16.10/hr or \$16.56/hr or \$17.07/hr)
 Salary / Wage: 16.1
 Number of Openings: 1
 Hours Per Week: 10
 Total Number of Hours per Student Position: 300 hrs (Max)

Experience Level: Current Students (Undergrad Level Experience), Current Students (Masters Level Experience)

Preferred Degrees/Disciplines: Science/Environment/Agriculture, Arts/Social Sciences

Is this Work Learn position research oriented?: No

Work Learn Supervisor: Chris McGill
 Work Learn Supervisor Email: chris.mcgill@ubc.ca

Work Learn Administrator: Chris McGill
 Work Learn Administrator Email: chris.mcgill@ubc.ca

Anticipated Start Date: September 2
 Posting Date: August 19, 2013
 Expiration Date: August 30, 2013

Application Procedures

Resume Receipt: Save to my CareersOnline account
 Additional Documents Requested.: Cover Letter, Unofficial Transcript