

Job Title: Cultural Coordinator

Term: July 7 – August 22, 2014 (35 hours/week)
Will be required to work some evenings. May be required to work some weekends.

Wage: \$25/hour

UBC Vancouver International Summer Program:

The UBC Vancouver International Summer Program is a month-long summer exchange program targeted at visiting students from partner universities in China. This year, the Faculty of Education will be offering one cohort: Positive Behaviour Support. During their time at UBC, visiting students will attend courses during the day; in the evenings and on weekends, they will take part in social and cultural activities.

Position Summary:

The Cultural Coordinator will plan, attend and facilitate orientation and social activities for visiting students on behalf of the Faculty of Education, help students orient and adapt to studies at UBC, and provide a supportive atmosphere for students while they are in Vancouver. The incumbent will work closely with the Professional Development & Community Engagement (PDCE) unit with the UBC Faculty of Education. The position reports directly to the Manager of Professional Development with the PDCE.

Duties & Responsibilities:

- Assisting with the planning and development of all aspects of orientation and social activities.
- Organize airport pick-up and residence check-in when students arrive (July 19-20).
- Oversee and ensure that orientations and welcome activities (July 21) run smoothly.
- Where appropriate, recruit and manage volunteers to assist with social activities.
- Attend and facilitate evening and weekend social activities (select dates through July 22 – Aug 15).
- Liaise with other faculties and external units including catering services, entertainment venues, transportation companies and building facility managers.
- Assist PDCE team with developing a template for future program implementation.
- Other duties as assigned.

Qualifications:

- Excellent organizational and time management skills, with strong attention to detail.
- Excellent oral and written communication skills.
- Strong interpersonal skills in dealing with faculty, staff, international students and volunteers.
- Ability to take initiative, prioritize competing demands and meet deadlines.
- Ability to be adaptable and flexible.
- Must be able to work independently and as part of a team environment.
- Prior experience working with international students considered an asset.
- Prior experience in event planning and facilitation considered an asset.
- Preference will be given to applicants fluent in Mandarin.

Application: Submit cover letter and resume addressed to Sarah Lockman in the PDCE office (Scarfe 1304) no later than 4:30pm on June 16, 2014, or email: sarah.lockman@ubc.ca. Only successful applicants will be contacted for an interview. Applications will be considered on a rolling basis.