



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

DR. SIMON KY LEE GLOBAL LOUNGE &  
RESOURCE CENTRE  
MD BUILDING 1 – 2205 LOWER MALL

## **Simon K.Y. Lee Global Lounge & Resource Centre Assistant**

### **Description:**

The Simon K.Y. Lee Global Lounge and Resource Centre (GL) located in the Marine Drive residences, is a place for students, faculty, staff and alumni to engage in learning and dialogue about the important global issues of our time. The GL Assistant is a student who has shown a strong ability to lead others and is interested in global issues and community building. To be eligible for the position, a student must demonstrate previous commitment to leadership and engagement within student groups and the community, have excellent communication and interpersonal skills, be able to take initiative and work independently and have technological competence.

The Global Lounge Assistant will act as a Community Animator, someone who can support and connect different people and ideas in order to create opportunities for collaboration and community building. Within this role, the GL Assistant will lead a committee of student volunteers in order to develop and assist with programming & services for the Global Lounge & Resource Centre. On a day to day basis, the Global Lounge Assistant will staff the welcome desk of the GL and assist the Student Development Officer, Simon K.Y. Lee Global Lounge & Resource Centre, in all aspects of the GL's day to day operation - this may include developing policies and procedures, maintaining accurate records of inventory and supplies, as well as assisting student groups, university departments and community groups with events. This would include: booking meeting rooms, assisting with set up, service & clean up of events, helping to set up AV equipment.

### **Skills required:**

- Excellent verbal and written communication skills, including presentation skills
- Ability to lead a team/committee of student volunteers
- Teamwork experience
- Ability to liaise with multiple stakeholders and project partners (students, staff, faculty, alumni, etc)
- Strong interpersonal skills and ability to motivate and inspire others
- Excellent computer skills (word processing, e-mail, spreadsheets, writing for the web)
- Experience and interest in technology and troubleshooting with audiovisual equipment (satellite televisions & tuners, DVD players, setting up PowerPoint from a laptop to a console)
- Demonstrated initiative, leadership and organizational skills
- Ability and willingness to work both independently and as part of a team with students, volunteers and staff
- Knowledge of UBC programs, initiatives, and involvement opportunities on campus and ability to refer accordingly
- Creativity, enthusiasm and commitment
- Intercultural sensitivity



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- Demonstrated interest in student-led initiatives at UBC
- Ability to problem solve in moments of pressure
- Interest and experience in program marketing, promotions and social media
- Demonstrated skills in event planning and management
- Ability to engage in light physical labour (moving tables and chairs, etc.) preferred
- Available to work regular shifts Monday to Friday, 12pm-8pm

This Global Lounge Assistant position is an excellent opportunity to connect with globally focused initiatives on campus. **As the GL Assistant, you will develop the following skills, knowledge, and experience:** program development skills; data management abilities; community building techniques; customer services skills; facilities management skills; marketing skills; experience working with internationally minded campus groups; professional development opportunities; extended leadership and collaboration skills by leading a committee.

Eligible candidates must be enrolled at UBC-V for studies in the 2012-13 academic year and meet the requirements for Work Study/Work Learn.

#### **Training & Start Dates**

Global Lounge Assistants will begin training on August 27<sup>th</sup>, 2012 with continued opportunities for professional development and training throughout the term of appointment. Regularized shift schedules will start the week of September 3, 2012.

Hourly wage: \$15.91

Hours per week: 10

Apply by email by March 4<sup>th</sup> with cover letter, resume and contact information of 2 references to Woo Kim at [woo.kim@ubc.ca](mailto:woo.kim@ubc.ca).