



Project Coordinator: Aboriginal Student Research Mentorship

About the Project

This position is a collaboration between the First Nations House of Learning (UBC-V), Enrolment Services (ES), the Aboriginal Programs and Services (UBC-O), the UBC Faculties of Science, Applied Science, Arts, and Forestry. This project supports the Aboriginal Strategic Plan priority of student support and retention by facilitating student exposure to research and opportunities to connect with faculty mentors.

The coordinator will develop a project timeline and evaluation framework, have primary responsibility for student and faculty engagement, and will maintain records and prepare a final project report.

Position Responsibilities:

- Create a project timeline
- Develop a plan to recruit and engage Aboriginal student participants in the research mentorship project, including peer and cohort-based programming and events
- Develop a plan to recruit and engage faculty and postdoctoral fellows in the research mentorship project
- Develop an evaluation framework for the project
- Maintain project records including student, faculty, and postdoctoral fellow participation, and reports of student, faculty, and postdoctoral fellow experiences
- Coordinate and attend regular meetings with students, faculty participants, and the project advisory team
- Develop project communications and respond to inquiries from research mentorship participants
- Coordinate execution of action items, including tracking progress of all follow-up actions required by team members
- Coordinate logistics and communications for meetings (e.g., room bookings, ordering food, drafting agendas)
- Work collaboratively with students, staff, and faculty to achieve the goals this project

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Skills and Qualifications:

The successful applicant will be a current UBC Graduate student and will have:

- An interest in and/or awareness of undergraduate research opportunities
- Knowledge of Aboriginal culture, history, and socioeconomic issues within BC and Canada, and a strong commitment to advancing the educational aspirations of Aboriginal peoples
- Excellent organizational and time management skills
- Project coordination experience
- Strong computer skills (word processing, e-mail, spreadsheet)
- Excellent verbal and written communication skills
- Strong interpersonal skills and ability to liaise with students and faculty
- Ability and willingness to work both independently and as part of a collaborative team
- Enthusiasm and commitment

Organizational Status

This position reports to the Associate Director, Strategic Aboriginal Enrolment Initiatives, and receives general guidance from a project advisory group.

Work Schedule

10 hours per week: ASAP – December 22, 2017, and January 2 – April 30, 2018, contingent on project requirements. Additional hours may be required, and will be mutually agreed upon by the Project Coordinator and Associate Director, Strategic Aboriginal Enrolment Initiatives.

Remuneration

\$22.00 - \$29.00 per hour commensurate with experience

Application Procedure

Interested candidates are asked to submit a cover letter and résumé via UBC CareersOnline (<https://ubc-csm.symplicity.com>) - Job ID 844604 - by October 15, 2017.