



Position: Program Lead (Job Title Subject to Review/Change) – Pre-University Programs (2 positions)

Overview:

UBC Extended Learning invites you to be an integral part of our pre-university programs for Canadian and international youth. Our goal is to create a fun learning environment that takes place inside and outside of the classroom. We combine formal education with exciting campus life activities and sightseeing opportunities.

The Program Leads – Pre-University Programs will be responsible for maintaining the day-to-day operations of UBC Extended Learning residential pre-university programming and administration. Residential programs, specifically Future Global Leaders (FGL), operate during July and August, with hiring, logistics, and other program preparation taking place from January to May. Reporting to the Student Life Manager, Pre-University Programs, UBC Extended Learning, the incumbent will be responsible for planning, implementing, and evaluating pre-university non-academic activities to ensure they are safe, student-focused, profitable, and successfully delivered. The Program Leads will also supervise a variety of student staff from May to August.

Basic Functions:

The Program Leads will be responsible for overseeing students' residential & campus life activities, student conduct, student health & safety, transportation logistics & communication, off-campus excursions, and the hiring, training, and continued development of student staff. Each Program Lead will be assigned a specific portfolio of responsibilities based on skills, experience, and interests.

The Program Leads work in partnership with pre-university program staff and report to the Student Life Manager, Pre-University Programs, UBC Extended Learning. The duration of pre-university programs is from July 6 – August 16, 2025; the position is from January 20 – August 22, 2025. All interested candidates must be available for the entire duration of the position. Please note that this position requires evening and weekend work during July and August. Program Leads will move into the on-campus residence on June 28, 2025.

Specific Duties & Responsibilities:

- Coordinate the collection, tracking, and executing of all necessary program documentation including, but not limited to, consent forms, off-campus sign-out permissions, and media consent;
- Attend, lead, and participate in pre-program training (tentatively June 29 – July 5, 2025);
- Supervise program logistics with various campus and community partners;
- Recruit, hire, and train Student Life Coordinators, Student Life Assistants, and Wellness Assistants (January – April 2025);
- Supervise Student Life Coordinators, Student Life Assistants, and Wellness Assistants;
- Supervise the check-in & check-out process of residential students;
- Meet with Student Life Coordinators, Student Life Assistants, and Wellness Assistants individually
- Meet with Student Life Manager regularly to provide updates;
- Implement attendance software and support attendance software usage by Student Life Staff;
- Provide exceptional customer support to program students and parents;
- Ensure safety of students throughout the day;
- Attend to student concerns;
- Ensure students and staff are abiding by residence rules and regulations;
- Address misbehavior or misconduct by students as needed;
- Act as a mediator between Student Life Assistants and students and exercise authority in crisis/conflict intervention situations;
- Answer parent or student inquiries via phone, e-mail, and in-person;



- on a regular basis to provide feedback and conduct performance reviews;
- Lead daily meetings with Student Life Staff;
- Review daily log book entries and follow up with Student Life Staff, as needed;

- Be available on evenings and weekends in an on-call capacity during July and August;
- Count and check inventory;
- Attend all mandatory staff meetings;
- Perform other duties as necessary, or as assigned.

Qualifications:

- Experience working with students ages 15-18 in group settings;
- Experience working with culturally diverse youth;
- Experience managing and balancing a budget;
- Familiarity and knowledge about both UBC and Vancouver;
- Experience in live-in or international program situations, preferably in a supervisory role;
- Experience supervising staff & volunteers;
- Ability to adapt to new situations, and be flexible with change;
- Enthusiastic, organized, and responsible self-starter;
- Proven ability to learn quickly;
- Writing, editing, communication, and project management skills;
- Ability to work in a team environment and independently;
- Ability to initiate, learn quickly, and exercise sound judgment;
- Strong working knowledge of MS Word, Outlook, and Excel;
- Excellent problem-solving skills;
- Excellent time management and organizational skills;
- Excellent written and oral communication skills;
- Satisfactory completion of a criminal records check with enhanced police information check (and/or vulnerable sector check);
- Ability to use a personal cell phone with data for work purposes (required);
- Current Standard First Aid and CPR-C/AED certification;
- Ability to speak a language in addition to English is an asset;
- Valid Class 5 Driver’s License is an asset.

Supervision Received:

Reports directly to the Student Life Manager, Pre-University Programs, UBC Extended Learning. Interacts with other departments, campus units, community partners, and external vendors, in addition to UBC Extended Learning.

This position works both independently and in a team environment. The employee works under a set of policies and procedures and is expected to defer to the supervisor when any judgment or decision-making outside these parameters is required. The role maintains regular contact with the supervisor through email, phone, and in-person interactions.

Duration of Position & Salary Breakdown:

Position Term	Dates	Room & Board Provided	Pre-Tax Pay
UBC Winter Term 2	January 20 – May 2, 2025	No, but position is hybrid	\$27/hour , 10-15 hours/week
Pre-Program	May 5 – June 27, 2025 <i>M-F, approx. 9am – 5pm.</i>	No, but position is in-person, on-campus	\$27/hour , 35 hours/week maximum
Training	June 29 – June 30 and July 2 – July 5, 2025 <i>Hours can include evenings and weekends.</i>	Yes, move in on June 28, 2025	\$8,040 total*
Program Operation	July 6 – August 16, 2025 <i>On-call three days per week. Two days off per week.</i>	Yes, move out on August 17, 2025	



Post-Program	August 18 – August 22, 2025 <i>M-F, approx. 9am – 5pm.</i>	No, but position is in-person, on-campus	\$27/hour , 35 hours/week maximum
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**Monthly payroll: UBC pays monthly employees on the 15th day of the month and the last day of the month. Employees who work a portion of a monthly period will receive a prorated paycheque. For example, employees who work August 1 – 12 will receive a prorated paycheque on August 15.*

How to Apply:

Submit a cover letter, resume, and three references with contact information to Ariel Cao, Student Life Manager, Pre-University Programs, UBC Extended Learning via the [Program Lead Application Qualtrics Form](#) by **Thursday, December 5, 2024 at 4:00pm Pacific Time.**

Late or incomplete applications will not be reviewed. Interviews will be conducted December 11 – 12, 2024.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.