



## Position: Overnight Program Assistant (Job Title Subject to Review/Change) – Pre-University Programs (4 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.

### Basic Functions:

The Overnight Program Assistants – Pre-University Programs will be responsible for ensuring the smooth delivery of all residential & campus life activities and off-campus excursions of UBC Extended Learning's pre-university programs, which also includes student conduct, transportation logistics & communication, and the training & continued development of student staff. The position reports directly to Program Leads and supervises the Senior Student Life Assistants and Student Life Assistants to ensure the high-quality delivery of all aspects of the program. The duration of pre-university programs is from July 6 – August 16, 2025; the position is from May 12 – 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. Overnight Program Assistants will move into the on-campus residence on June 28, 2025.

Each Overnight Program Assistant will be assigned a specific portfolio of responsibilities, which include:

*(portfolios are subject to change based upon skills, experience, and interest of successful candidates)*

1. Excursions and Campus Partners Operations
2. Student Life and Housing Operations
3. Airport and Transport Operations
4. Data and Technical Project Operations

### 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 and assist in pre-program training (tentatively June 29 – July 5, 2025);
- Coordinate program logistics with various campus and community partners;
- Communicate program logistics to Senior Student Life Assistants and other members of the ExL administrative team (ie. academic, marketing, registration);
- Participate in recruitment and selection of Student Life Assistants (March – April 2025);
- Assist with direct supervision of Student Life Assistants;
- Assist with the check-in & check-out process of residential students;
- Review entries and questions on online chatrooms for future and current pre-university students, clarifying any doubts;
- Review attendance reports and support attendance software usage by Student Life Staff;
- Support program operations by compiling program reports for logistical purposes;
- Meet with Program Leads regularly to provide updates;
- 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;



- Meet with Student Life Assistants individually on a regular basis to provide feedback and conduct performance reviews;
- Lead daily meetings with Senior Student Life Assistants;
- Review daily log book entries and follow up with residential student staff, as needed;
- Coordinate and monitor announcements on the program’s student portal;
- Answer student and parent inquiries via phone, e-mail, and in-person;
- 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 Program Leads, Pre-University Programs and 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
Pre-Program	May 12 – June 27, 2025 <i>M-F, approx. 9am – 5pm.</i>	No, but position is in-person, on-campus	<b>\$24/hour</b> , 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	<b>\$7,200 total*</b>



Program Operation	July 6 – August 16, 2025 <i>On-call two 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	<b>\$24/hour, 35 hours/week maximum</b>

*\*Monthly payroll: UBC pays monthly employees on the 15<sup>th</sup> day of the month and the last day of the month. Employees who work a portion of a monthly period will receive a prorated paycheck. For example, employees who work August 1 – 12 will receive a prorated paycheck on August 15.*

**How to Apply:**

Submit a cover letter, resume, answer to the pre-screening question, and three references with contact information to Ariel Cao, Student Life Manager, Pre-University Programs, UBC Extended Learning via the [Overnight Program Assistant Application Qualtrics Form](#) by **Thursday, January 23, 2025 at 4:00pm Pacific Time.**

Late or incomplete applications will not be reviewed. Interviews will be conducted February 3 – 4, 2025.

**Pre-Screening Question:**

Imagine you are tasked with organizing the Last Night Party for pre-university students. Briefly outline the steps you would take to plan and execute this event, ensuring it is engaging, safe, and runs smoothly. Your budget is \$500 for the event. Assume the venue is already booked for 300 attendees, which includes 40 staff. Word limit: 250 words. Point-form is encouraged.

*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.*