



Position: Student Life Assistant – Pre-University Programs (24 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 Student Life Assistants – Pre-University Programs will be directly responsible for ensuring the smooth delivery of all residential & campus life activities and off-campus excursions of UBC Extended Learning’s pre-university programs. The position reports directly to the Senior Student Life Assistants, Pre-University Programs, UBC Extended Learning. The duration of pre-university programs is from July 6 – August 16, 2025, and the training for the role runs from July 2 – July 5, 2025. All interested candidates must be available for the entire duration of the position. Student Life Assistants will move into the on-campus residence on July 2, 2025.

Specific Duties & Responsibilities:

- Ensure the health and safety of students;
- Supervise all activities, meals, and free time in residence;
- Accompany students in afternoon, evening, and weekend on and off-campus activities;
- Attend to students’ concerns;
- Participate in daily team meetings with other Student Life Assistants and Senior Student Life Assistants;
- Be on campus 24 hours a day during the program schedule / on-duty days;
- Participate in activities as a role model of appropriate enthusiasm and social skills;
- Ensure that students are abiding by residence rules and regulations;
- Ensure that bedtime and wake-up are on time;
- Perform intermittent early morning and late evening duties;
- Perform late-night rounds with other Student Life Assistants.

Qualifications:

- Experience working with students ages 15-18 in group settings;
- Experience working with culturally diverse youth;
- Familiarity and knowledge about both UBC and Vancouver;
- Strong customer service & communication skills;
- Hard-working, ability to work independently and as part of a team;
- Ability to adapt to new situations and to be flexible with change;
- Satisfactory completion of a criminal records check with enhanced police information check (and/or vulnerable sector check);
- Current Standard First Aid and CPR-C/AED certification;
- Ability to speak a language in addition to English is an asset;
- Experience in live-in and/or international programs (preferred);
- Ability to use a personal cell phone with data for work purposes (required).

Duration of Position & Salary Breakdown:

Position Term	Dates	Room & Board Provided	Pre-Tax Pay
Training	July 2 – July 5, 2025 <i>Hours can include evenings and weekends.</i>	Yes, move in by 3pm on July 2, 2025	\$5,760 total*
Program Operation	July 6 – August 16, 2025 <i>On-call five days per week. Two days off per week.</i>	Yes, move out on August 17, 2025	

*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 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 [Student Life Staff Application Qualtrics Form](#) by **Thursday, March 6, 2025 at 4:00pm Pacific Time**.

Late or incomplete applications will not be reviewed. Interviews will be conducted March 16, 2025.

Pre-Screening Question:

During their trip to Robson Street, students have 5 hours of free time. What *instructions* would you give them to ensure their safety? How would you *communicate* these instructions?

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.