



Position: Student Life Wellness Assistant – 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 Student Life Wellness 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 Student Life Leads and works in partnership with 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, and the training for the role is from June 29 – June 30, and July 2 – July 5, 2025. All interested candidates must be available for the entire duration of the position. Student Life Wellness Assistants will move into the on-campus residence on June 28, 2025.

Specific Duties & Responsibilities:

- Participate in daily check-ins with Student Life Leads and ensure they are informed about health situations within 24 hours of occurrence;
- Ensure the wellness, health, and safety of students, including responding to health concerns and emergencies promptly;
- Be on campus 24 hours a day during the program schedule/on-duty days, holding and responding to the wellness duty phone alongside other assistants to address late-night health needs;
- Manage the Wellness Office, especially during walk-in hours during free time and meals, and organize first aid and wellness supplies;
- Perform overnight rounds on some days to ensure student safety and address any concerns;
- Provide immediate response and guidance for all staff and student illnesses or injuries, accompany students to hospitals or clinics as needed, and ensure prompt and thorough documentation of each incident with follow-up plans;
- Support processing documents, including managing off-campus sign-outs for students;
- Request permission from parents and administer over-the-counter medicine (e.g., Advil, Tylenol) as necessary, and inform parents/guardians of any illness or injury as directed by Student Life Leads or the Student Life Manager;
- Follow assigned policies, procedures, and restraints, and maintain strict confidentiality.

Qualifications:

- Experience working with culturally diverse youth ages 15-18 in group settings, particularly in roles focused on health, wellness, or safety;
- Ability to communicate effectively with students, parents, and medical professionals, both in-person and through phone or email;
- Experience handling emergencies, managing crisis situations calmly, and documenting incidents accurately for follow-up;
- Knowledge of the Canadian healthcare system, as well as common over-the-counter drugs is an asset;
- Attention to detail in managing and processing sensitive documents with personal information;
- Ability to adapt to new situations and to be flexible with change;
- Satisfactory completion of a criminal records checks 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;
- 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	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	\$6,560 total*
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	

**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:

You are responsible for ensuring the wellness and safety of students during a program. Imagine you are holding the wellness duty phone and receive a call from a student report feeling unwell late at night. Describe your response to it. Include details on communication (during the call and after it), documentation, and any health and safety protocols you would follow.

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.