



Position: Student Life Lead – 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 Student Life 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 Student Life Leads will also supervise a variety of student staff from May to August.

Basic Functions:

The Student Life 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 Student Life Lead will be assigned a specific portfolio of responsibilities based on skills, experience, and interests.

The Student Life 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 5 – August 15, 2026; the position is from January 12 – August 15, 2026. 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. Student Life Leads will move into the on-campus residence on June 28, 2026.

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 28 – July 4, 2026);
- Supervise program logistics with various campus and community partners;
- Recruit, hire, and train Student Life Coordinators, Student Life Assistants, and Student Life Wellness Assistants (January – April 2026);
- Supervise Student Life Coordinators, Student Life Assistants, and Student Life Wellness Assistants;
- Supervise the check-in & check-out process of residential students;
- Meet with Student Life Coordinators, Student Life Assistants, and Student Life Wellness Assistants individually on a regular basis to provide feedback and conduct performance reviews;
- Meet with Student Life Manager regularly to provide updates;
- 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 misbehaviour 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;
- Be available on evenings and weekends during July and August;



- Lead daily meetings with Student Life Staff;
- Review daily log book entries and follow up with Student Life Staff, as needed;
- Take on overnight duty phone call shifts;
- 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 & Hours	Room & Board Provided	Pre-Tax Pay
UBC Winter Term 2	January 12 – May 1, 2026 <i>12 hours/week.</i>	No, but position is hybrid, part-time	\$3,955.17/month* , at 30% FTE (full-time equivalent)
Pre-Program	May 4 – June 26, 2026 <i>M-F, approx. 9am – 5pm. 40 hours/week.</i>	No, but position is in-person, on-campus, full-time	\$3,955.17/month* , at 100% FTE
Training	June 28 – June 30 and July 2 – July 4, 2026 <i>Hours can include evenings and weekends. 40 hours/week</i>	Yes, move in on June 28, 2026	\$5,053.71/month* , at 100% FTE
Program Operation	July 5 – August 15, 2026 <i>Hours can include evenings and weekends.</i>	Yes, move out on August 15, 2026	



	<i>Hold overnight duty phone three days per week. Two days off per week. 40 hours/week.</i>		
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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 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, and three references with contact information to Ariel Cao, Student Life Manager, Pre-University Programs, UBC Extended Learning via the [Student Life Lead Application Qualtrics Form](#) by **Thursday, November 6, 2025 at 12:00pm (noon) Pacific Time.**

Applications will be reviewed on a rolling basis. Late or incomplete applications will not be reviewed. Interviews will be conducted on a rolling basis before November 12, 2025.

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.