



## Position: Senior Student Life 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 Senior 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 Student Life Coordinators and 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 5 – August 15, 2026, and the training for the role is from June 28 – June 30, and July 2 – July 4, 2026. All interested candidates must be available for the entire duration of the position. Senior Student Life Assistants will move into the on-campus residence on June 28, 2026.

### Specific Duties & Responsibilities:

- Supervise a team of Student Life Assistants;
- Participate in daily meetings with Student Life leadership and other Senior Student Life Assistants;
- Lead daily team meetings with Student Life Assistants;
- 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;
- Support Student Life Assistants as they attend to students' concerns;
- Be available for evening, weekend, and overnight duty rotations, including carrying the duty phone;
- Perform late-night rounds on designated days to ensure student safety and address any concerns;
- Foster a positive and inclusive community by leading and running daily recreational activities;
- Participate in activities as a role model of appropriate enthusiasm and social skills;
- Respond to lockouts and assist students in navigating campus spaces and systems;
- Oversee student life supplies and support administrative processes;

### Qualifications:

- Current undergraduate students or recent graduates who are looking to build experience in youth leadership, education, or program delivery;
- Experience working with students ages 15-18 in group settings;
- Experience working with culturally diverse youth;
- Familiarity and knowledge about both UBC and Vancouver;
- Experience in live-in and/or international programs, preferably in a supervisory role;
- Strong customer service & communication skills;
- Experience supervising staff & volunteers;
- Hard-working, ability to work independently and as part of a team;
- Ability to lift, carry, push, and pull equipment, materials, and supplies on a frequent basis;
- Comfortable working outdoors for extended periods; climbing stairs, walking on uneven ground, and assisting with activity setup/take-down;
- Able to stand, kneel, bend, and reach in activity settings, and perform tasks requiring physical stamina throughout the day;
- 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);



- Conduct attendance checks throughout the day and follow up with late or missing students;
- Facilitate student check-in and check-out processes;
- Ensure that students are abiding by residence rules and regulations;
- Perform intermittent early morning and late evening duties.
- 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 28 – June 30 and July 2 – July 4, 2026<br><i>Hours can include evenings and weekends. 40 hours/week.</i>                | Yes, move in on June 28, 2026    | <b>\$4,123.43/month*</b> , at 100% FTE (full-time equivalent) |
| Program Operation | July 5 – August 15, 2026<br><i>Hold overnight duty phone one to two days per week. Two days off per week. 40 hours/week.</i> | Yes, move out on August 15, 2026 |                                                               |

\*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 [Student Life Staff Application Qualtrics Form](#) by **Thursday, March 5, 2026, at 12:00pm (noon) Pacific Time**.

Late or incomplete applications will not be reviewed. Interviews will be conducted in-person on March 15, 2026.

**Pre-Screening Question:**

You are responsible for taking an excursion to Robson Street, Stanley Park, and English Bay with 25 Student Life Assistants (in addition to you) and 250 students. What *instructions* would you give to the Student Life Assistants, and how would you *communicate* these instructions? 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.*