

# STUDENT WORK LEARN JOB POSTING

## WL W15 UBC Sustainability Initiative Office Support

University of British Columbia - Sustainability Initiative

Posted: Aug 03, 2015

<b>HOURS PER WEEK</b>	10
<b>SALARY /WAGE</b>	16.16
<b>NUMBER OF OPENINGS</b>	1
<b>ANTICIPATED START DATE</b>	September 02, 2015

### Application Deadline

Please submit via UBC [CareersOnline](#) by August 14, 2015.

Note that [Work Learn eligibility](#) is required to apply for the position

### JOB DESCRIPTION

The Work Learn Office Support position entails working in an office environment as a member of the UBC Sustainability Initiative (USI) team. The student will perform clerical and administrative duties to support the activities and projects of the USI.

#### Role and Responsibilities:

- Preparing and reviewing payment requisitions for accuracy
- Website updates, including creating web forms, formatting content for website uploading, and updating website text
- Supporting communications by circulating information through various communications channels (emails, website postings, social media)
- Coordinating support and helping to develop itineraries for international visitors interested in learning more about sustainability at UBC
- Coordinating meetings and events
- Working on various projects and performing analysis as requested by management
- Participating in office team meetings and projects
- Other administrative duties as assigned, including typing correspondence, photocopying, scanning, answering phone and email inquiries

#### Supervision Received:

- The student will report directly to the Executive Assistant
- Working under direct supervision, the student will work both independently and in a team environment
- The student will work under established policies and procedures and is expected to exercise initiative and judgment in establishing priorities and carrying tasks through to completion
- The student will receive training and assistance on new tasks

#### Complexity of Tasks:

- Duties and tasks are of a moderate complexity and require a high level of attention to detail and accuracy

#### Role in Relation to the Goals of the UBC Sustainability Initiative:

- The Work Learn Student will provide administrative support to the USI and will participate in a broad range of USI activities

#### **JOB TYPE**

UBC Vancouver Work Learn Program

#### **FACULTY/VP**

VP Academic & Provost

#### **UBC DEPARTMENT UBC**

Sustainability Initiative

#### **QUALIFICATIONS**

Required and preferred skills are:

#### Previous Skills, Knowledge and Abilities:

- Strong computer skills and knowledge of Office programs (Word, Excel, PowerPoint) is essential.
- Experience with website support an asset
- Demonstrated leadership, organizational and time management skills
- High level of accuracy and attention to detail.
- Previous experience in an office environment is an asset
- Strong oral and written communication skill
- Strong numeracy and analytical skill
- Excellent interpersonal skills and enthusiasm for learning
- Ability to work both independently and collaboratively
- Interest in sustainability

#### Education and Experience:

- Undergrad, preferably 3rd or 4th year
- Must be eligible for the UBC Work Learn Program

#### **Student Learning Components (UBC Vancouver Work Learn Program):**

##### Anticipated Skills and Knowledge Acquisition:

- Administrative skills, including office procedures and practices
- Familiarity with UBC policies and procedure, and sustainability practices
- Leadership, collaboration and networking skills

- Goal setting and working under deadlines
- Time management skills
- Critical and analytical thinking skills

#### Orientation, Feedback and Support:

Comprehensive orientation with the Executive Assistant that will include the following:

- Description of office processes and procedures
  - Description of position and responsibilities
  - Overview of USI programs, priorities and projects
  - Background and tour of the CIRS building
  - Introductory meetings with USI staff and with key project collaborators
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- Regular mentoring and feedback sessions with the Executive Assistant to focus on successes, areas of improvement and goal setting
  - Opportunities to develop areas of personal or professional interests and flexibility to adapt work commitments with class schedule and classroom learning

#### Opportunities to Expand Network:

- Tasks will allow the student to spend time with various members of the staff, management and research community (i.e. sustainability practitioners, policy-makers, community organizations etc.) to learn more about their specific jobs and functions, allowing for relationships and connections to be developed that can greatly enhance the student's professional growth and form the beginnings of the student's future network.

#### **PREFERRED DEGREES/DISCIPLINES**

Applied Science/Engineering, Computer Science/IT, Science/Environment/Agriculture, Health Sciences, Arts/Social Sciences, Business Administration/Commerce/Management, Education/Teaching, Human Kinetics/Kinesiology, Law/Legal Studies

#### **ADDITIONAL DOCUMENTS (PREFERRED)**

Cover Letter, Unofficial Transcript, Writing Sample, Class Schedule

#### **EXPERIENCE LEVEL**

Current Students in an Undergraduate Program

#### **CONTACT INFORMATION**

Employer: University of British Columbia - Sustainability Initiative

Name: Maeve Bermingham