

# SUSTAINABILITY SCHOLARS PROGRAM

## Fall 2020

The UBC Sustainability Initiative (USI) is pleased to offer current UBC graduate students the opportunity to work on funded sustainability internship projects. Successful candidates work under the mentorship of a partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region.

*Note: Projects must be completed remotely during the COVID-19 pandemic.*

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the [application guide](#) to confirm your eligibility before applying.

**Applications close at midnight on Sunday September 20, 2020.**

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## Research project title: Assessing Equity, Diversity and Inclusion (EDI) at UBC Athletics & Recreation to Develop a Capacity Building Toolkit

### Sustainability Goal or Operations Plan objective

**Good Health and Wellbeing:** This project supports Goal 3.0, Capacity Building, in the Inclusion Action Plan. This project would also support the Social Connection and Inclusion targets in the Wellbeing Strategic Framework, where community members feel their beliefs, identity and experiences are valued at UBC. This project would also support UBC's Focus on People 2025 Catalyst 1 *I am part of a diverse, safe, inclusive, and vibrant workplace.*

### Project Overview:

In light of the Anti-Black Racism and Black Lives Matter movement, it is essential that UBC departments and services look inwards to assess their own equity, diversity and inclusion (EDI). In addition, the recent launch of the Inclusion Action Plan and soon to be published Indigenous Strategic Plan, mean that departments including Athletics and Recreation have an opportunity to align their strategic priorities with this direction. Athletics and recreation have identified an opportunity to better understand our current climate as it pertains to EDI internally and as we stand amongst other peer institutions and look to make significant strides in this area. Our first strides include assessing our staff experiences, including knowledge, culture and broader human resources practices, including but not limited to hiring, training and development. We look to create a toolkit that to support skillset development in unit and/or program leads to facilitate intake, deliver education and extend support with regards to equity, diversity and inclusion. Beneficiaries of this delivery will be Athletics and Recreation staff members as well as student athlete participants.

### Purpose of the Project:

This project seeks to assist the Athletics & Recreation Inclusion working group to assess the current state of our internal landscape and understand leading effective equity, diversity and inclusion practices and

# SUSTAINABILITY SCHOLARS PROGRAM

approaches in sport. Based on this understanding we will look to develop a toolkit inclusive of a few resources to help bridge the gap. The resulting report and resources will inform Athletics & Recreation staff and student athletes.

## Scope of Work:

The aim is to produce a report for the Athletics & Recreation Inclusion working group with:

1. A summary of our current landscape within the department based on staff focus groups or surveys examining gaps in diversity, equity and inclusion within the department's programming and HR practices
2. Conduct a scan to identify equity and inclusion initiatives amongst Athletics & Recreation departments in peer institutions across Canada
3. Lead on the development and execution of a roadmap identifying key milestones for EDI initiatives for the department
4. Recommend resources and tools that can be accessed or developed to support identified needs for education and/or growth for staff and students in this area
5. Support development of some of the identified tools.
6. Lead on the development and execution of a capacity building toolkit with potential for implementation.
7. Contribute to committee meetings to both inform Athletics & Recreation and Equity & Inclusion and to utilize as a platform for recommendations, discussion and feedback
8. Conduct a department survey and/or focus groups engaging staff and students to better understand current state, identify gaps and opportunities for equity, diversity and inclusion work
9. Identify existing resources and tools that can be accessed or developed to support identified needs for education and/or growth for staff and students in this area

## Deliverables

*Note that a final deliverable (either a full report or, if the report contains confidential information, an executive summary) is required by the end of the program (March 12, 2021). The deliverable will be archived in the online [public-facing Scholars Project Library](#).*

The Scholar will deliver a final report and associated toolkit outlining:

1. A summary of our current landscape within the department
2. An understanding of best practices and successful approaches among leading peer institutions across Canada
3. Recommendations for resources and tools that can be accessed or developed to support identified needs for education and/or growth for staff and students in this area
4. Development of 2 to 4 resources
5. A final report or executive summary for the only Scholars Project Library

# SUSTAINABILITY SCHOLARS PROGRAM

## Time Commitment

*The program runs for 22 weeks from October 19, 2020 to March 12, 2021, during which students work an average of 12 hours per week for a total of 250 hours.*

- This project will take **250** hours to complete.
- This project must be completed between October 19, 2020 and March 12, 2021
- The Scholar is to complete hours between 9 am and 5 pm Monday to Friday, approximately 12 hours per week.

## Required/preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Demonstrated interest in equity, diversity and inclusion
- Experience conducting stakeholder engagement events, including facilitation skills, is an asset
- Familiarity with research methodologies and survey techniques
- Statistical analysis
- Excellent public speaking and presentation skills
- Community engagement experience
- Familiarity conducting focus group research
- Strong analytical skills
- Ability to work independently
- Project management and organizational skills
- Programming skills
- Strong technical and drafting skills
- Demonstrated experience in Qualtrics or other survey tools
- Comfortable interacting with strangers to conduct public/in person surveys
- Design and layout skills

Applications close **midnight Sunday September 20, 2020.**

Apply here: <http://sustain.ubc.ca/scholarsapply>

Contact Karen Taylor at [sustainability.scholars@ubc.ca](mailto:sustainability.scholars@ubc.ca) if you have questions

# SUSTAINABILITY SCHOLARS PROGRAM

## Useful Resources

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

Resume workshop for prospective Sustainability Scholars: <https://www.eventbrite.ca/e/resume-workshop-for-prospective-sustainability-scholars-tickets-117422877989>

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>