

SUSTAINABILITY SCHOLARS PROGRAM

Summer 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.

- 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 February 2, 2020.**

Research project title: Knowledge Mobilization for the Healthy Workplace Initiative Program

Goal or Operations Plan objective:

Goal: Support UBC departments and units to embed wellbeing in their areas through awareness building and quality proposal development for Human Resources' Healthy Workplace Initiative Program (HWIP). This program in turn provides start-up funds for wellbeing and sustainability-related department initiatives.

Please specify the strategic area(s) this project supports:

Okanagan Charter:

Call to Action 1: Embed health into all aspects of campus culture, across the administration, operations and academic mandates

1.1 Embed health in all campus policies.

1.2 Create supportive campus environments

1.3 Generate thriving communities and a culture of well-being.

1.5 Create or re-orient campus services

UBC Wellbeing Strategic Framework Priority Area:

Priority Areas: All (Collaborative Leadership, Mental Health and Resilience, Physical Activity and Sedentary Behaviour, Food & Nutrition, Social Connection, Built & Natural Environments), as HWIP toolkits and projects can span all priority areas.

UBC People and Place Strategy:

People and Places: Creating vibrant, sustainable environments that enhance wellbeing and excellence for people at UBC and beyond

Strategy 1: Great People - Attract, engage and retain a diverse global community of outstanding students, faculty and staff

Strategy 3: Thriving Communities - Support the ongoing development of sustainable, healthy and connected campuses and communities

Strategy 4: Inclusive Excellence - Cultivate a diverse community that creates and sustains equitable and inclusive campuses

Strategy 5: Systems Renewal - Transform university-level systems and processes to facilitate collaboration, innovation and agility

Project description:

This project represents one step forward in embedding wellbeing across UBC through the Wellbeing Strategic Framework. This will be achieved through utilizing 12 years of data available from the Healthy Workplace Initiatives Program (HWIP) to help departments and units understand how to embed wellbeing in their workplace culture and programs. This work will, in turn, further the goals of the Wellbeing Strategic Framework as well as UBC's commitment to the Okanagan Charter.

The HWIP is an annual fund available to UBC departments and units to support grassroots activities that promote wellbeing in the workplace. As an example, funding has been used for programs that include yoga or fitness classes, building a community garden or investing in mental health training in the workplace.

The outcome of this project will be much-needed communications and knowledge mobilization support. This project involves both evaluation (analyzing data and interviewing stakeholders) and program enhancement (developing a toolkit).

Scope of Work:

- Review survey data from each of the eight areas of HWIP funding, and in consultation with the mentor, select one to two projects per area to highlight (for a total of up to 12 case studies). The eight areas are yoga/fitness classes, bike share, mental health training, community garden, healthy eating program, team health challenge, art and creative expression, and innovative new ideas.
- Using past survey data, develop an interview guide and conduct interviews with individuals/team members from the selected case studies to determine long term impacts of HWIP funding
- Using information collected from the interviews:
 - Prepare case studies describing the activities and effectiveness of the selected funded projects.
 - As part of each case study, develop a short 2 to 3 paragraph summary for use in Human Resources communications.
 - As part of the case study, research 3 to 5 recent (2017-2020) exemplary academic articles related to each area. This research will be incorporated in toolkits, which are used by applicants to apply to the program.
 - Depending on Scholar's skillset and interest, the case studies may be further communicated in an infographic format using free tools such as Canva.
 - Identify common barriers and successes across the projects and make recommendations on how the HWIP might support future projects more effectively to embed wellbeing in the workplace.



Deliverables

- Interview question set
- A preliminary report containing results of interviews and a summary of survey data
- 12 case studies
- Depending on Scholar's skillset, an infographic to further communicate the case studies
- A final report, containing a summary of completed work with recommendations, complemented by a final presentation to key stakeholders in Human Resources. This report will be shared in the Sustainability Scholars online project library

Time Commitment

- This project will take **250** hours to complete.
- This project will be completed between May 4 and August 14, 2020
- The Scholar is to complete hours between 8:30am and 4:30pm, Monday to Friday, approximately 18 hours per week for 14 weeks; hours can be condensed earlier in the period.

Required/preferred Skills and Background

- ☒ Excellent research and writing skills
- ☒ Familiarity with quantitative and qualitative research methodologies and survey techniques
- ☒ Stakeholder engagement experience
- ☒ Ability to work independently
- ☒ Deadline oriented
- ☒ Comfortable interacting with strangers to conduct public/in person surveys
- ☒ Design and layout skills
- ☒ Background or familiarity in creative Writing, storytelling, knowledge translation/mobilization, data transformation an asset

Applications close **midnight Sunday February 2, 2020.**

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

Contact Karen Taylor at sustainability.scholars@ubc.ca if you have questions

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.

<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>

The Centre for Student Involvement & Careers will host a resume & cover letter webinar tailored for graduate students on Tuesday, January 21, 2020 from 12:00-1:30. Registration will open approximately two weeks before the webinar, and can be accessed at Careers Online.

