

SUSTAINABILITY SCHOLARS PROGRAM

Information Session

January 15 & 16, 2024



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Agenda

- Welcome
- About the Sustainability Scholars Program
 - Overview
 - Timeline
- Questions





Territory Acknowledgement

The UBC Vancouver-Point Grey campus is located on the traditional, ancestral and unceded territories of the x^wməθk^wəy̓ əm (Musqueam) people. The x^wməθk^wəy̓ əm people have been stewards and caretakers of these territories since time immemorial. To acknowledge and support this important role, UBC strives toward building meaningful, reciprocal and mutually beneficial partnerships with the x^wməθk^wəy̓ əm people. And, commits to taking meaningful collective action for a just and equitable future for all.

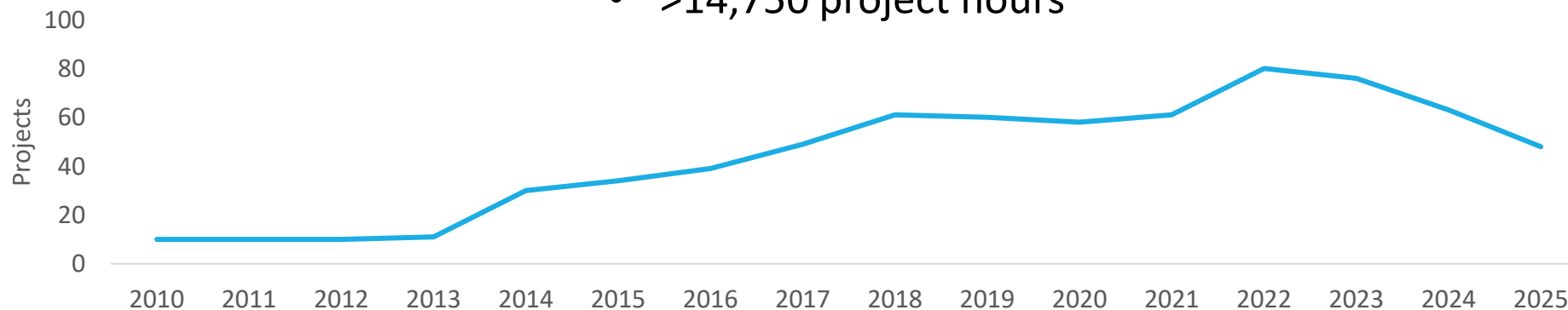
History



- Greenest City Scholars Program starts
- 10 projects
- 2,500 project hours

- Sustainability Scholars program pilot, 12 projects
- Greenest City Scholars Program, 59 projects to date
- >14,750 project hours

- 16th summer cohort
- 47 projects for summer 2025
- 792 projects since 2010
- >198,000 project hours



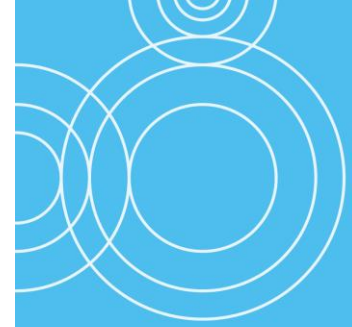


Program Goals

- Provide practical sustainability-related work experience to graduate students
- Support our partner organizations achieve their sustainability and climate action goals
- Actively integrate academic and operational sustainability work

Summer 2025 Program: 47 Projects

BC Housing	City of Richmond	District of Saanich
BC Lottery Corporation	City of Vancouver	Township of Langley
Cascadia Windows	Fraser Basin Council Society	TransLink
City of Burnaby	Interior Health	UBC Campus + Community Planning
City of Coquitlam	Emergency Planning Secretariat	Union of British Columbia Municipalities
City of New Westminster	Metro Vancouver	Vancouver Coastal Health Authority
City of Pitt Meadows	Providence Health Care Society	Watershed Watch Salmon Society
City of Port Moody	Provincial Health Services Authority	World Wildlife Fund Canada





How it works



What you will be doing

- Managing and completing a sustainability-related applied research project
- You are not doing academic/theoretical/primary research
- Projects have been developed to be actionable by the mentor after completion
- See project description for details

Employment

- May 1 to August 15 (15 weeks)
- 250 hours, average 17 hours/week
- \$7812.50 (\$31.25/hour)
- Employed by UBC
- Work under guidance of mentor
- Occasional check-ins with the Scholars Program Manager

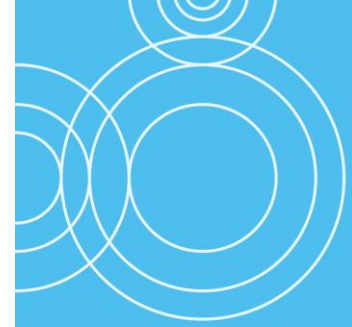


Your Obligations to UBC

- Attend mandatory meetings:
 - Orientation/kick off meeting (April 15 or May 1 tbc)
 - Mid-project check-in meeting (week of June 23)
- Complete a project plan
- Produce top quality work, meet deadlines, serve as a representative of UBC and the Scholars Program, engage with the cohort, enjoy yourself
- Submit a final report/deliverable for the online project library
<http://sustain.ubc.ca/scholarslibrary>
- You are also asked to present your research at the wrap-up conference in September

Your Obligations to the Project

- Participate in regular check-in meetings
- Bring your energy and passion to the project
- Engage with your mentor and their organization
- Complete the project on time and produce top quality results
- Deliverables/expectations vary by project.
 - Main deliverable is typically a report <http://sustain.ubc.ca/scholarslibrary>
 - Other deliverables may include: presentations, tool kits, maps, policy drafts, interim reports, databases, etc.). See the project description for details.





Professional Development

- Various workshops and guest speakers
 - Project Management/Time Management
 - Planning your Project
 - Career trajectories of former Scholars
- Public speaking opportunities
- Research to Action: Advancing Urban Sustainability conference

Eligibility Requirements

- Masters, JD, doctoral
- Current full-time UBC graduate student in good academic standing
- UBC-V and UBC-O grad students are welcome
- Valid work/study permit (expires after August 15, 2025)
- Social Insurance Number (SIN)
- Canadian bank account
- You must be physically located in BC while working. Work can be remote/hybrid except if the project needs dictate otherwise (e.g., fieldwork)
- No other UBC employment that would put you over 40 hours/week





Applying to the Program

- Confirm you meet the eligibility requirements
- Carefully read the posting
- Modify your cover letter/resume for each position
- Provide contact info for two references (letters of reference not required)
- Follow the instructions in the online application
- You may apply for up to 3 positions



Resume Workshop January 21

Designed for prospective Sustainability Scholars to help you craft a strong application to the program.

January 21
5:00 – 6:30 pm (online)

<https://sustain.ubc.ca/scholars-events>

Your Application: Cover Letter

- A good cover letter . . .
 - Clearly communicates your skills and experience as they pertain to what's listed in the posting
 - Expresses your passion for sustainability/climate action
 - Describes how your past experiences have prepared you to meet the job requirements
 - Is customized for each position you're applying for
 - Has been checked for spelling and grammar
- Address to Karen Taylor, Sustainability Scholars Program Manager



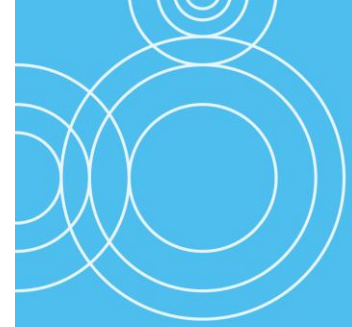
Your Application: Resume

- Keep your resume to two-pages, or your CV to under 5 pages
- Does not need to be customized for each position, but should contain relevant information
- A good resume . . .
 - Has been checked for spelling and grammar
 - Does not include your photo
 - Does not include your social insurance number (SIN)
 - Uses a plain typeface (e.g., Arial/Times) and a legible font size (minimum 10 point font)



Your Application: References

- Provide two references: A professional reference, and an academic reference.
- You may provide the same references for each position you're applying for
- Only provide contact information. Reference letters are not required
- If you do not have a professional reference, do your best to provide a reference who can speak to the quality of your work. TIP: Don't forget that volunteer work and campus work all count.
- Your references will only be contacted if the project mentor is interested in hiring you.





Online Application Form

<https://sustain.ubc.ca/teaching-applied-learning/sustainability-scholars-program/apply>

Rank order your preferred projects (max 6)

Your Application

Please indicate the projects you are applying for in order of preference with "1" being your first choice. The first three projects you indicate will be the ones for which you need to submit a cover letter and resume. You will upload the application documents for your three preferred projects in the next step.

If you are not shortlisted for your first three choices, we may consider you for other projects. You can rank an additional 3 projects (up to a maximum of 6 projects) that you feel qualified for. You do not need to provide a resume or application materials for the additional ranked projects at this time. Click to write the question text

- 2025-001 Research to inform a social purpose reporting framework in compliance with emerging regulations and legislation
- 2025-002 Comparative analysis of fenestration Environmental Product Declarations (EPDs) data to reduce embodied carbon in buildings
- 2025-003 Research to assess progress on Environmental Sustainability Strategy implementation - City of Burnaby
- 2025-004 Best practices to inform driver training resources for an electric and fuel-efficient city fleet
- 2025-005 Research to inform energy-efficient and climate-friendly design and construction of city-owned facilities
- 2025-006 Assessing base-flow augmentation options for high risk creeks and streams (City of Coquitlam)



Your Application File

- One PDF for each position you're applying for.
- Includes: cover letter, resume, and contact information for two references
- Do not include writing samples in your application. If a writing sample is required, take it with you to the interview.
- **Important:** Save each application as **one PDF file** in the format: **Project number_First name_Last name.pdf** (e.g., 2025-005_Jenny_Smith.pdf).

File name protocol/Save as PDF

Application file upload

You must submit a cover letter, resume, and contact information for two references for each project you are applying for. You may use the same references for each project. Do not include writing samples in your application. If a writing sample is required, please take it with you to the interview.

Save each application as one PDF file in the format: **Project number_First name_Last name.pdf** (e.g., 2025-005_Jenny_Smith.pdf). 

Be sure to read the application guide and FAQ on the [APPLY page](#) to make sure your application contains everything we've asked for.

Please upload the PDF file for your FIRST CHOICE here:



Confirmation page

- Once you complete the last step in the application form you will see a confirmation page
- You will also receive an email confirmation.
- If you don't receive an email confirmation within a few minutes (check your junk folder, too) you may have typed your email address incorrectly. If so, submit you application again.

Your application has been submitted.

Thank you for your interest in the UBC Sustainability Scholars Program! We wish you every success in your application to the program.

Your application will now be evaluated based on the project criteria. From there a shortlist will be established that will be forwarded to the Project Mentor to review. The Project Mentor will contact you directly if they wish to interview you. Successful candidates will then receive an email from the UBC Sustainability Scholars Program Manager informing them of the final decision.

Due to the large number of applications, we will only contact you if your application has been shortlisted. All applicants will be notified once all the positions have been filled.

Please direct inquiries to sustainability.scholars@ubc.ca

What happens to my application after I submit it?

- All applications are reviewed and assessed relative to the project requirements
- Candidates that have been shortlisted are notified
- Shortlist sent to mentor
- Mentor sets up interviews
- Mentor confirms preferred candidate
 - If you are offered more than one position or have an offer, but are still doing interviews, let me know ASAP so I can keep all parties informed
- UBC sends offer letter, candidate accepts in writing
- All applicants notified once all opportunities filled





Key Dates

- **January 26:** postings close at midnight
- **Feb 5 - 28:** most of the interviews and job offers take place, some continue into March
- **May 1:** program starts & orientation (possible orientation April 30)
- **May 1 to August 15:** project work takes place (~250 hours)
- **June 24 - 26:** mid-project check-ins
- **August 15:** final approved report due, program ends

Why apply?

- Paid internship
- Part-time, supports studies
- Unique work-integrated learning experience
- Apply research skills to a real world sustainability challenge
- Contribute to sustainability across the region
- Work with a mentor
- Develop skills and knowledge
- Gain work experience
- Build a professional network





Questions?

SUSTAINABILITY SCHOLARS PROGRAM

Thank you!

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