

Work Learn Job Description for Summer Science 2021

Title: Project Assistant – UBC Summer Science Program for Indigenous Youth

Job Description

The successful candidate will contribute to the goals of the Centre for Excellence in Indigenous Health (CEIH) staff to develop, coordinate, implement and evaluate the 2021 Summer Science Program (SSP). The Summer Science Program offers 2 one-week camps in late June to early July for Indigenous high school students from across BC. The youth live for one week in residence at the UBC Vancouver campus and experience life as a university student, learn about possible careers in health and sciences, enhance skills and knowledge, participate in workshops, connect with role-models, and engage in cultural activities and teachings.

The SSP is a key initiative at CEIH and at UBC, supporting the achievement of objectives outlined in UBC's Indigenous Strategic Plan. The program has seen over 1300 Indigenous students in its 30 years, supporting them in their aspirations towards a post-secondary education to become the health professionals, scientists or engineers of tomorrow. The project assistant will be an important member of the team that plans, delivers and evaluates this program. They will work primarily at the CEIH office located at the School of Population and Public Health at 2206 East Mall, and during the camp, the primary work location will be at the First Nations House of Learning.

Duties include assisting CEIH staff with:

- Camp promotion and recruitment of youth and volunteers which might include creating marketing materials and emailing, connecting with school liaison and educators
- Brainstorming, planning and coordination of workshops and events that appeal to high school aged youth
- Coordinating logistics such as transportation, student travel, schedules, form completion and consents
- Connecting with youth and their families via telephone and email for personal information that will be compiled for youth and staff binders
- Liaising with UBC faculty and staff units to plan curriculum and workshops and coordinate campus tours
- Coordinating food purchases, gifts, workshop materials and delivery
- Providing mentorship and support to Indigenous youth
- Preparing evaluation surveys, and compiling information for reporting
- Supporting camp manager, coordinator and counsellors as needed in document preparation and office duties during camp offerings

The incumbent will work closely with the SSP Manager and other key staff and students. Staff meetings occur daily in this team environment to develop and review work plans, problem-solve difficulties, and celebrate successes. The supervisor/Manager will be available outside of the weekly staff meetings for consulting and support. The tasks to complete range from implementing established procedures and program design to being part of the development of new procedures and new events.

Qualifications

Currently enrolled in undergrad or grad studies.

Knowledge of and experience working with Indigenous people and communities.

Some familiarity, sensitivity, and awareness of issues of concern for Indigenous students, often away from home for the first time.

Interest in Indigenous health and sciences (nursing, medicine, biology, traditional Indigenous health, etc.).

Keen interest in supporting Indigenous youth to attend university.

Strong organizational and event planning skills.

Good oral and written communication skills.

Good interpersonal skills.

Motivated and self-directed.

Able to work independently at times and also willing to be supervised, guided, and directed.

The ability to work as a team member in an office environment.

Comfort with Microsoft Office (Word, Excel, Outlook) and general computer programs as well as program management tools.

Student Learning Components

The incumbent will receive hands-on orientation to the position, including meeting CEIH staff, some of whom work directly with SSP team. Resource materials will be made available. Regular (often daily) meetings with their supervisor and other key

staff will occur in order to review and revise work plans, engage in reflexive learning, share feedback (bi-directional), and provide training as needed. The supervisor will work in the same office and be available on a drop-in basis. Mentorship and coaching will naturally flow in the incumbent-supervisor relationship, and likely from other team members. The incumbent will be asked if they would like to identify their goals for personal and professional development with their supervisor at the start of the position and together they will identify what goals may be possible to achieve, either partially or in whole, during the assignment.

It is anticipated that the incumbent may gain the following skills, knowledge, and opportunities:

- Program management skills, including administrative, time management, goal-setting, and organizational skills as well as the ability to manage multiple tasks in a fast paced environment.
- Recruitment and promotional skills and strategies including those that are particular to Indigenous communities.
- Program review skills while assisting with evaluating the 2021 SSP.
- Team work and collaborating skills with both their immediate team with other UBC departments and faculties.
- Event and workshop planning skills for events off campus and for workshops and presentations at various locations on campus.
- Networking, communication, and interpersonal skills amongst Indigenous students, families, and communities and UBC faculty, staff and departments.
- Public speaking skills depending on opportunities.
- Cultural sensitivity in a culturally diverse environment.
- An introductory level of understanding and skills of protocols in Indigenous communities. An opportunity to support and engage with Indigenous Elders and knowledge keepers during the camp.
- Mentorship opportunities with Indigenous faculty, staff and health professionals, some of whom who have started their careers as SSP camp alumni, WorkLearn students for SSP, and have moved into a meaningful career trajectory.
- The opportunity to provide mentorship to Indigenous youth interested in pursuing a career in health or sciences.