Position Type

UBC Vancouver Work Learn Program

ID

963596

Organization Type

UBC Faculty, Department, Unit or Student Group

UBC Faculty/VP

VP Academic & Provost

UBC Department Name

Equity & Inclusion Office

Posting a WL position

Job Title

WL S23 EDI Programs Assistant, Equity & Inclusion Office

Do you already have a candidate(s) identified for this job?

No

Job Description

UBC’s campuses are located on the traditional, ancestral, and unceded territories of the Syilx (Okanagan) Peoples and of the Coast Salish Peoples, including the territories of the xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil- Waututh) Nations.

Job Description

UBC is committed to fostering equitable and inclusive learning and working environments in which human rights are respected, where all members of the UBC community are treated fairly and with dignity, and where the rich diversity of UBC students, faculty, and staff have equal opportunity to participate in the life and work of the university. The Equity and Inclusion Office (EIO), under the purview of the Associate Vice-President, Equity and Inclusion, has the following mandate:  while fulfilling our mandate:

* To build campus-wide awareness about and engage the campus community in activities to promote human rights, equity, and inclusion;
* to enable data-informed planning and evaluation for the effective implementation of institutional initiatives;
* to develop strategic partnerships with units and build campus-wide capacity for strategic systems change; and
* to provide skillful and impartial advising for the early resolution or appropriate referral of human rights and equity-related concerns and complaints.

The EDI Programs Assistant will work under the guidance of the Equity & Inclusion Strategist in the EIO on the planning and programming of activities that advance the programs and projects of the Equity & Inclusion Office. In particular, the EDI Programs Assistant will support this work by identifying, researching, and developing resources and processes to enhance current and upcoming EDI efforts across UBC. The student will play a key role in enhancing system-level processes to build EDI capacity and support efficient operationalization of equity, diversity, and inclusion across UBC. The position will also enhance the student’s knowledge of and experience with structural change in a decentralized organization.

**Work Performed:**

* Conduct organizational environmental scans.
* Perform needs assessments and gap analyses to identify unmet needs and areas of opportunity.
* Locate, review, and analyze relevant literature including both academic and practitioner literatures.
* Support in identifying operationalization- and scaffolding- EDI-focused recommendations.
* Provide logistical and administrative support such as the coordination of working groups and meetings.
* Attend weekly team meetings team and provide summaries and updates of existing work.
* Support and collaborate with other EIO teams to build collegial relationships and ensure projects are supported across the EIO portfolios.
* Perform other duties related to the qualifications and requirements of the position.

**Supervision Received:**

The successful candidate will work under the day-to-day supervision of an EIO Strategist to support key directions and initiatives. Regular feedback and ongoing support will be provided through weekly check-ins to track progress, informal check-ins, and feedback on ongoing and completed projects.

The student will receive a mid-point performance review, and if requested, an end-point consultation. They are also encouraged to self-reflect through open, collegial dialogue.

Has this project received Work Learn funds in previous cycles?

Yes

Work Setting

Combination of remote and on-site

Number of Openings

2

Qualifications

Qualifications  
  
Education: Graduate and undergraduate level student status in any discipline/program of study.  
  
Required Skills:  
-Research and planning experience developed through coursework, volunteer or work positions  
-Project coordination skills acquired through on- or off-campus involvements  
-Demonstrated knowledge, skills, and/or lived experiences of equity, diversity, inclusion, intersecting oppressions, and other social justice issues  
-Excellent written and oral communication skills: e.g. professional email/phone correspondence, presentation proficiency, etc.  
-Microsoft Office suite skills – Word, Excel and PowerPoint  
  
Knowledge/experience:  
• Experience and/or familiarity with relevant student clubs, orientations, faculty or departmental clubs and initiatives  
• Experience working in a team environment and independently  
• Demonstrated eagerness to learn and take on initiative  
• Approachable and open to learning about themselves and others. The successful candidate will demonstrate adaptability and organizational skills  
  
Asset Qualifications:  
• Previous training, coursework, or work/volunteer experience working on related topics (e.g. human rights, equity and inclusion, community development, conflict resolution, organizational development) an asset  
• Relevant campus activities (e.g. experience with relevant student clubs, orientations, faculty or departmental clubs, and initiatives) an asset

Contributions to University Community & Student Learning Components (UBC Vancouver Work Learn Program)

**Interest and career direction:**  
This position is ideal for someone who is keenly interested in the fields of equity, inclusion, or social justice. While no previous training or experience in these areas is required, preference will be given to candidates whose career or academic interests lean in this direction.  
  
**Student Learning Components:**  
This position will prepare the student with the skills in the following areas:

* research, data compilation, and analysis, dialogue and community engagement, and organizational development.
* foundational office-related skills are transferable to future jobs or studies in the areas of equity, diversity, and inclusion.

**Orientation & training:**

* Introduction to the Equity & Inclusion Office, its mandate, its various members, and their portfolios.
* Orientation to the office space; in particular, introduction to other student staff and those who share the open workspace.
* The Programs Assistant will familiarize themselves with potential duties and projects based on direction and feedback from their supervisor. The Programs Assistant will be required to create a transition document to support the tracking of work and support the future of this work.
* After the initial orientation, the Programs Assistant will create a work plan which identifies their goals for the work term and concrete steps to achieve those goals. Then, with their Supervisor’s help the Programs Assistant will identify potential projects through which their goals can be met.
* Attend training, workshops, and consultations provided by the EIO and related units (this would partly depend on the student’s interests).
* Ongoing support, training, and feedback from the Equity Strategist in the Equity & Inclusion Office as needed.

Position Classification

Project Assistant ($19.25/hr or $19.79/hr or $20.40/hr)

Salary / Wage

19.25

Hours Per Week

20

Total Number of Hours per Student Position

300

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program

Preferred Degrees/Disciplines

Science/Environment/Agriculture, Arts/Social Sciences, Business Administration/Commerce/Management, Education/Teaching, Law/Legal Studies

Is this Work Learn position research oriented?

No

Supervisor

Rachael Sullivan

Supervisor Email

[rachael.sullivan@ubc.ca](mailto:rachael.sullivan@ubc.ca)

Is this supervisor new to the Work Learn Program?

No

Work Learn/ Work Learn International Undergraduate Research Awards Administrator

Theresa Rollins

Work Learn/ Work Learn International Undergraduate Research Awards Administrator Email

[theresa.rollins@ubc.ca](mailto:theresa.rollins@ubc.ca)

Anticipated Start Date

May 1, 2023

Posting Date

March 13, 2023

Expiration Date

March 26, 2023