



DEADLINE: April 13th 2018

Institute for Resources, Environment and Sustainability

We are seeking a Program Coordinator to run our Vancouver Summer Program May - June 2018

IRES will be offering two packages (1.The Grand Challenge of Climate Change; 2. Energy Innovation and Climate Solutions) for their June Vancouver Summer Program. We are looking for an enthusiastic, culturally fluent program coordinator who will oversee the delivery of the summer program working closely with VSP Central, Accommodation and Conferences, UBC Rec, IRES faculty, UBC and international students. The program will offer a four week summer exchange program to a group of approx. 20 international students between June 3rd and July 3rd.

The coordinator will lead the IRES VSP by working alongside the Instructor in creating the program design, administrative tasks, event planning and budgeting to ensure the smooth operation of the Summer Program.

This will be a 10 week full-time position starting approx. Monday April 30th.

Job Duties:

- Oversees the planning and execution of the Vancouver Summer Program, including timetabling, coordination of welcome event & orientation, student outings, meetings, recruitment and budgeting.
- Fiscally responsible for annual budget for the program; coordinates all expenses in collaboration with international student assistants.
- Leads the training and supervision of the international student assistants.
- Arranges all pick up/drop off schedules, social programming and other activity timelines to ensure appropriate coverage for events. Ensures a respectful, supportive and welcoming environment for VSP students.
- Works collaboratively with VSP central office, instructors, and international student assistants to ensure successful execution of all events.
- Attendance at events required (includes evenings and weekends).
- Carrying out other related duties as necessary.



Complexity of Tasks:

Tasks require significant emotional intelligence, interpersonal, and intercultural communication skills. Successful applicants are friendly and skilled team players, and are able to multitask in high-energy environments. Knowledge of languages other than English is considered a major asset.

Supervision Received:

The successful applicant will report directly to the Director and Administrative Manager of IRES. They will work closely with the program Instructor and other IRES faculty. The coordinator will work closely with IRES VSP WorkLearn students, and potentially other units, student groups, and staff on campus.

Supervision given:

The coordinator will supervise two VSP WorkLearn students

Qualifications:

Must have excellent public interaction skills, tact, and diplomacy. Experience working in a diversity of contexts, especially working to support international students, an asset. Language skills an asset (particularly Mandarin and/or Cantonese Chinese). Ability to efficiently and effectively coordinate tasks. First-Aid certificate. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to explain, assign, and monitor work. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to coordinate and oversee work processes. Ability to prioritize and work effectively under pressure to meet deadlines.

Please send CV and cover letter to ires.applications@ubc.ca by April 13th 2018.