

TITLE: Student Engagement Assistant

DEPARTMENT: Faculty of Forestry, Student Services

LOCATION: Forestry Student Services, 2609 Forest Sciences Centre

DURATION: 1 part-time position, 2 Terms (10 hrs/week); September 2024-April 2025

SALARY: Project Assistant Union or Non-Union (\$21.79/hr)

Position Summary

The Student Services team in the Faculty of Forestry is responsible for the programming and advising services that support the academic, professional and personal development and success of students throughout their experience into, through and out of the Faculty. Within Student Services, the Student Engagement portfolio serves to enhance student life by helping students find and connect with experiential learning, leadership and career development opportunities that are meaningful to them.

The Student Engagement Assistant will play a key role in enhancing the student experience as part of the Student Services team within the Faculty of Forestry, as well as fostering and strengthening the connections between the Faculty, campus, and community. This is carried out through providing valuable contributions to a number of programs offered by Forestry Student Services, including the Forestry Tri-Mentoring Program, the Forestry Digest, the Orientation and Transition Program and the Peer-Assisted Study Session Program.

Description of Duties

The portfolios and projects that the Student Engagement Assistant (SEA) will focus on are communication, administration, logistics and event/program coordination for a variety of programs offered through Student Services.

1. Student-Facing Digital Communications
 - Manage content requests via email for the Forestry Digest weekly e-newsletter and other student communications channels in alignment with Faculty communications strategies
 - Prepare the weekly Forestry Digest e-newsletter using Asana, Wordpress, and Campaigner platforms
 - Create, update and publish content on the Forestry Student Services website
 - Create digital and paper marketing materials to promote Student Services programs and initiatives, including posters and social media assets
 - As needed, contribute to social media assets and campaigns created by the Forestry Marketing & Digital Communications team
2. Tri-Mentoring Program support
 - Create digital promotional materials and implement a marketing plan for the Tri-Mentoring program in September
 - Support the planning of two key events for the program in October and March, through the support of event logistics including catering, coordinating volunteers, event set-up and take-down

- Support the program learning objectives through maintaining attendance records and providing feedback for student submissions of program assignments on Canvas
- Monitor and update the Tri-Mentoring Program website, Canvas, and bulletin board in Forest Sciences Centre at the start of the first term
- 3. Orientation & Transition Program support
 - Provide logistical and administrative support, including compiling and analyzing attendance data from Imagine Day, compiling written reports from Senior Orientation Leaders, and creating digital and paper promotional materials as part of the Orientation Leader recruitment campaign
- 4. Peer-Assisted Study Session (PASS) Program support
 - Provide administrative and logistical support to the PASS joint program between the Faculty of Forestry and Faculty of Land and Food Systems, including compiling attendance data on Qualtrics and Excel, and preparing digital and print promotional materials for the program
 - Assist with the program assessment using Qualtrics and Excel, and provide recommendations for the development of the program based on analysis of assessment data

Supervision Received

The SEA will report to and receive direction from the Student Engagement Officer, Faculty of Forestry. Supervision from the Student Engagement Officer will include weekly meetings to discuss tasks, performance, learning objectives, challenges and successes.

Level of Complexity of Tasks

Overall, this role will involve making independent decisions of moderate complexity, with the support of the Student Engagement Officer. Communicating and liaising with UBC faculty, alumni and community partners is the main complexity of the role, with training and coaching provided specifically on this aspect. Knowledge of the Faculty of Forestry and its programs, student groups, and student population would be an asset and will also be learned. Competence with Microsoft Excel is an asset, and training can be offered.

Qualifications

Education level:

- A UBC undergraduate student in good academic standing; a student enrolled in a program with the Faculty of Forestry is preferred

The ideal candidate will possess the following skills and knowledge:

- Ability to work independently and as a collaborative team member.
- Ability to adapt and prioritize work to meet deadlines.
- Demonstrated effective oral and written communication and intermediate computer experience (MS Office; experience with Microsoft Excel is desired).
- Experience with Wordpress and social media and communication platforms (Instagram, Campaigner, etc.) an asset.
- Experience in event planning including organizing logistics, attention to detail, and coordinating with various stakeholders an asset.

- Strong written communication skills and experience managing and creating social media and online content an asset.
- Ability to exercise tact and discretion when handling sensitive and/or confidential matters.

Contribution to the Goals of Forestry Student Services and Forestry Student Engagement

The Forestry Student Services team provides academic, student engagement and career support for all undergraduate students, from orientation to graduation. Student Services works together with campus partners, the Forestry Undergraduate Society (FUS) and other Forestry departments to facilitate programming to support our students' academic and co-curricular success. The goal of the Student Engagement portfolio is to enhance student life by helping students find and connect with experiential learning, leadership and career development opportunities that are meaningful to them. The SEA works collaboratively with the Student Engagement Officer to achieve this purpose through supporting many of the key student engagement portfolios. The SEA is integral to the successful implementation of these programs, which provide experiential learning, career development and leadership opportunities to students in the Faculty of Forestry.

Apply by sending your resume and cover letter to Lydia Braam at lydia.braam@ubc.ca
Deadline for applications: 11:59pm PST, Sunday, April 14th, 2024