



Job Title: International Event Assistant

Position Classification: Researcher/Professional

Job Description:

Under the direction of the International Student Recruiter-Advisor, the International Event Assistant provides support for events and campus tours for the International Student Initiative office, planning, promoting, developing, executing, and evaluating on-campus recruitment programs and events. The International Event Assistant is a part-time student position.

The International Student Initiative coordinates UBC's direct and indirect international recruitment activities, as well as the Campus Tour program which supports international and domestic recruitment efforts. Tours and on-campus events are regularly cited as one of the primary reasons for deciding to attend UBC.

Organizational Status

Reports to the International Student Recruiter-Advisor in the International Student Initiative. Works in cooperation with Student Recruitment and Advising, Enrolment Services Professionals, and other departments and student resource groups on campus.

Work Performed – Basic Duties and Responsibilities:

- Assist in the planning and execution of on-campus events throughout the year.
- Provide administrative and other support to UBC's Campus Tour program and Student Ambassador team.
- Act as a representative of the recruitment programs for various committees, focus groups, and events as assigned.
- Work on projects related to recruitment event and campus tour initiatives.
- Conduct research on campus tours, on-campus events and recruitment activities at other institutions.
- Facilitate effective recruitment presentations.
- Coordinate the hiring process for campus tours Student Ambassadors with support from other team members.
- Check phone messages and emails during assigned office hours. Respond to messages or forward to appropriate contacts promptly.
- Monitor registration for recruitment events in the Client Relationship Management system (EzRecruit).
- Keep event desk and filing cabinet tidy and organized. Ensure that print materials stock is of the appropriate amount.
Attend all training sessions and meetings, unless in direct conflict with a class. Inform supervisors of any conflicts well in advance if attendance is not possible.
- Stay in regular contact with supervisors and meet regularly to keep all parties informed.
- Complete other duties as assigned.

Qualifications:

Education & Experience:

- Current undergraduate UBC student (we encourage applicants from diverse programs of study)
- Experience and familiarity with UBC campus life
- Previous experience in a customer service environment an asset
- Experience as a Student Ambassador is highly preferred

Skills and Qualifications:

- Demonstrated skills in event planning and management
- Interest and experience in program marketing and promotions



- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Experience working with people from a variety of backgrounds/cultures
- Excellent computer skills (word processing, e-mail, database management, spreadsheets)
- Demonstrates an eagerness to learn and take on initiative
- Demonstrates organizational and time management skills
- Ability and willingness to work both independently and as part of a team with students, volunteers and staff
- Knowledge and/or sensitivity to issues affecting domestic and international students and their transition to Canada or to UBC
- Knowledge of UBC's services and resources for students and of campus life.
- Students who are a good fit for this position are approachable, knowledgeable and open to learning about themselves and others. They will show high levels of Emotional Intelligence combined with excellent adaptability and organizational skills.

Student Learning Components:

Orientation and Training and Ongoing Professional Development:

- We offer a very comprehensive training program for new International Event Assistants. This training includes workshops on topics such as expectations for the role, event planning, managing complex logistics and balancing competing priorities. The International Event Assistant will have regular meetings with their supervisor to receive further specialty and project-specific training.
- Ongoing training and professional development is provided throughout the role. The International Event Assistant will be assigned readings, videos to watch or case studies to consider for reflection during regular meetings with the supervisor.

Feedback, Ongoing Support and Reflection:

- The International Event Assistant will have a regular weekly one-on-one meeting with their supervisor. The International Event Assistant will prepare a short weekly written summary of the projects they are working with and challenging they are facing, which helps them work in collaboration with the supervisor to determine areas for support and solutions.
- The International Event Assistant will be asked to participate in a self-assessment and performance review process with their supervisor each term. In addition, the supervisor provides feedback during weekly meetings as challenges and successes arise.

Networking and Mentorship Opportunities:

- Opportunity to work alongside professional staff of the International Student Initiative, Student Recruitment and Advising, and Enrolment Services Professionals.
- Opportunity to meet and interact with prospective students, families, and guests from all over the world.
- Opportunity to work with a vibrant, diverse team of UBC students.
- Opportunity to establish lasting relationships with student leaders from a variety of Faculties and student groups across UBC.
- Opportunity to learn about, participate, and volunteer in other UBC activities and events.
- Opportunity to serve as a role model to first-year and incoming students.
- Opportunity to serve as a role model to a team of approximately 30 Student Ambassadors.

Personal and Professional Development, Classroom and Workplace Competencies:

- Exposure to and experience within a professional office environment.
- Experience working with the public and developing interpersonal, communication, public speaking, and presentation skills.



- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner while providing articulate and carefully considered responses to difficult questions).
- Enhanced intercultural communication skills and awareness.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Further development of effective time and workflow management skills.
- Development of comprehensive skills in event planning and management, including project planning, communicating with stakeholders, developing and sticking to timelines, promotions, communicating with participants, and providing onsite supervision and trouble-shooting during events.
- Development of some financial management skills.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Further development of independence and self-reliance, including problem-solving skills.