THE UNIVERSITY OF BRITISH COLUMBIA
UBC Career Centre

WORK LEARN PROGRAM | Position Classification Guidelines

WINTER 2026

Category	Description	Job Profile	Hourly Wage			Hourly Wage + Benefits* (paid by department)			Department Share after the $9.00/hr subsidy			Weekly /Daily Hour Restrictions	Maximum Total Authorized Hours
			Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3		
Project Worker (union/non-union) (CUPE 116)	Under direct supervision, performs routine tasks of limited complexity and/or engages in work of a repetitive nature in a laboratory/non-laboratory environment where on-the-job training is provided; not required to exercise judgment or make decisions. No experience or qualifications required. Duties may include: moving boxes; assisting with setting up/cleaning up rooms; assisting with operating various equipment (e.g., photocopier) and/or signing out equipment (e.g., audio-visual); running errands; monitoring tennis court bookings; looking after information booth/customer service; watering/taking care of plants; cleaning glassware; tidying laboratory and placing instruments in original locations; preparing simple media; doing manual/maintenance work; assisting in stocking supplies and performing other related duties.	**Domestic student and Graduate International student:** WST Project Worker **International Undergraduate student:** UBCV WorkLearn Int'l (Hourly)	$19.59	$20.20	$20.90	$22.42	$23.12	$23.92	$13.42	$14.12	$14.92	**Max 10 hrs/week (and max of 4 hrs/day for positions with CUPE 116 bargaining unit duties)**	300
			Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3		
Project Assistant (union/non-union) (CUPE 116)	Under direct supervision, performs routine tasks of moderate complexity in a laboratory/non-laboratory environment. Works within well defined guidelines, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion. Work usually requires previous related university experience/education. Duties may include: preparing media and solutions; conducting tests and measurements; literature searches and investigations; assisting in marketing; maintaining websites; performing student service/outreach activities; tutoring/coaching; IT and computer maintenance.	**Domestic student and Graduate International student:** WST Project Assistant **International Undergraduate student:** UBCV WorkLearn Int'l (Hourly)	$22.46	$23.10	$23.81	$25.71	$26.44	$27.26	$16.71	$17.44	$18.26	**Max 10 hrs/week (and max of 4 hrs/day for positions with CUPE 116 bargaining unit duties)**	300
			Step 1			Step 1			Step 1				
Office/ Library Worker (union/non-union) (CUPE 2950)	Under direct supervision, provides office/library support to others. Duties may include: entering data; keeping records; assisting with creating reports and document analysis; organizing books and other library materials.	**Domestic student and Graduate International student:** WST Office/Library Worker **International Undergraduate student:** UBCV WorkLearn Int'l (Hourly)	$20.61			$23.59			$14.59			**Max 10 hrs/week**	300
			Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3		
Researcher/ Professional (non-Union) (M&P)	Under general supervision, performs duties that require extensive knowledge of a discipline. References principles and policies. Receives general instructions during orientation. Work requires some special skills or previous related university experience/education. Can exercise judgment and make decisions with little guidance. Duties may include: performing statistical analysis; writing reports and interviewing; computer programming; coordinating and/or implementing marketing/web design/media/graphics/communications strategies; contributing to course development and program coordination; planning events; performing non-laboratory research	**Domestic student and Graduate International student:** WST Researcher/Professional **International Undergraduate student:** UBCV WorkLearn Int'l (Hourly)	$27.61	$33.08	$39.63	$31.61	$37.87	$45.36	$22.61	$28.87	$36.36	**Max 10 hrs/week**	300
			Step 1			Step 1			Step 1				
Daycare Assistant (BCGEU)	Under direct supervision of daycare staff, participates in children's activities at the 11 on-campus daycare facilities. Duties may include assisting the children with art projects, reading to children, playing games, etc.	**Domestic student and Graduate International student:** WST Daycare Assistant **International Undergraduate student:** UBCV WorkLearn Int'l (Hourly)	$24.21			$27.71			$18.71			**Max 10 hrs/week**	300

* **Benefit Cost to Department is approximately 14.47% for Vacation Pay, EI, CPP, WCB, and BC EHT**
Note: The student's *actual* earnings are the hourly wage plus 4% vacation pay

Last updated June 8, 2026