

Opportunities

i CareersOnline is available to all UBC students and alumni across all programs/degrees. ×

Looking to target a specific audience? Consider posting on these additional job boards:

- [UBC Okanagan](#)
- [UBC Sauder School of Business](#)
- [UBC Allard School of Law](#)

Co-op positions are not advertised on CareersOnline. Please go [here](#) for co-op postings

i Information provided in the form will be published as it was entered. Please review your submission for spelling, grammar, accuracy, and clarity.

i **Please Note:** Co-op positions are not advertised on CareersOnline. Please go [here](#) for co-op postings.

Submit

Save And Finish Later

Cancel

* indicates a required field

Experiential Learning Form - Job Information

Work Learn: The Call for Proposals for the Summer 2025 session (May to August 2025) will be open from **Monday, January 6th to Monday, January 27th (11:59 PM PST)**. If you have any questions, please contact work.learn@ubc.ca

Work Learn International Undergraduate Research Awards: The call for research project proposals for Summer 2025 will open from **November 25, 2024 - January 29, 2025**. If you have any questions, please contact worklearn.iura@ubc.ca.

Note: Please click "Save and finish later" if the application has not been completed, or if you need more time to fill out the form, in order to save the changes made.

Pronoun Usage in Job Description

To ensure inclusive hiring practices, please refrain from using gendered pronouns - instead, we ask that you use **the student and/or they/them/their** pronouns in your job description.

Position Type *

- Paid (Full-time) (30 hrs/wk or more)
- Paid (Part-time) (29 hrs/wk or less)
- Volunteer
- UBC Vancouver Work Learn Program
- UBC Vancouver Work Learn International Undergraduate Research Awards Program

Award Term *

Copy and re-submit a previous Work Learn proposal

If you wish to re-submit a previous proposal/job, select only a previous [Work Learn proposal](#).

Selecting a proposal/job that was not previously in either of the above programs, will take you out of the Experiential Learning form and you will no longer be able to see the relevant fields.

Review and edit your job before re-submitting.

Show Archived

UBC Faculty/VP *

UBC Department Name *

Enter the full name of your department, do not use acronyms.

Job Title *

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Title of Research Project ***Outline of Research Project ***

Please provide a high-level overview of the research project. How will the student advance and contribute to the goals of the project?

Include details about how you provide an inclusive environment for international students.

Provide specific examples such as the ability to do some work remotely. Do you welcome applications from students with no research experience or Year 1 and 2 students?

What are the impacts of the research to the community? Students would want to know the impact of their contributions when choosing a research project.

Student Responsibilities *

Please provide a description of the different tasks that the student will be performing to advance the research project.

Who will be the student's supervisor? Please describe the level of interaction and ongoing support the student will receive.

Skills Gained *

What skills will student(s) gain from the experience? Select all that apply.

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

If you select **"Yes"** your job (if approved) will not be posted on UBC CareersOnline and you will not receive any student applications.

If you select **"No"** your job (if approved) **will be posted** on UBC CareersOnline **from March 10 to March 26, 2025.**

If you select **"Yes"**, your job (if approved) will not be posted on UBC CareersOnline and you will not receive any student applications.

If you select "**No**", your job (if approved) will be posted on UBC CareersOnline **from March 10 to March 26, 2025**.

***Faculty of Arts WL IURA Supervisors: Only Arts International Undergraduate Students** can be hired under a Faculty of Arts WL IURA Supervisor.

Yes No

Rolling Basis Interview *

If you will be conducting interviews, do you plan to conduct interviews on an ongoing basis? If so, please select '**Yes**' to ensure that student's are aware, and can apply to this job at their earliest convenience. When a candidate is identified, please also email work.learn@ubc.ca so we can deactivate your job posting ASAP.

Yes No

Work Setting *

Please identify the type of work environment where students will be fulfilling responsibilities of this position:

Number of Openings *

Indicate the number of students you are requesting (including those already identified).

***Faculty of Arts WL IURA Supervisors:**

Only Arts International Undergraduate Students can be hired under a Faculty of Arts WL IURA Supervisor.

Faculty of Arts Supervisors can **typically request a maximum of two students** (the Supervisor can typically request up to two openings under one proposal or submit two proposals with one opening each). Exceptions may be made on a case-by-case basis.

Qualifications (WL IURA) *

What skills/knowledge should the student possess to be successful in this job? Students are looking to know what specific skills are required to excel in the role. As an example, rather than merely stating 'communication skills', provide a specific example of what type of communication skills, how they will be used, the expected proficiency level and the training that will be provided, if any. Carefully consider what the minimum level of qualification for each skill set is.

Hours Per Week *

For **Work Learn Summer 2025** session:

Office/Library Workers - Hours per week: 10 | Max Hours: 180

All Other Position Classifications - Hours per week: 20 | Max hours: 300

For **Work Learn International Undergraduate Research Awards Summer 2025** session:

All positions: Hours per week: 35 | Minimum number of weeks: 16

Preferred Degrees/Disciplines *

Select the educational background you would like applicants to have. You can select more than 1 (or all).

search here

Applied Science/Engineering

Computer Science/IT

Science/Environment/Agriculture

0 of 11 selected [[show selected](#)] [[show all](#)]

Supervisor *

Enter the name (first and last) of the person who will be directly supervising the student(s).

Supervisor Email *

Enter the email address of the Supervisor above.

Additional Supervisors

Additional supervisors are individuals who, in addition to the supervisor listed above, are responsible for the day-to-day management of the student employee(s). Enter the name

(first and last) of the person who will assist with the direct supervision of the student(s).

Additional Supervisor Email

Enter the email address of the additional Supervisor above.

Work Learn/ Work Learn International Undergraduate Research Awards

Administrator *

Enter the name (first and last) of the Administrator in your office/department/faculty who will submit the student appointment, take care of payroll, and other administrative tasks for this Work Learn position.

Work Learn/ Work Learn International Undergraduate Research Awards

Administrator Email *

Enter the email address of the Administrator above.

Posting Date *

You must select **March 10, 2025**. Work Learn Summer 2025 postings will be posted only from **March 10 to March 26, 2025**. Do not select any dates outside of this range. You can request changes if successfully funded via email to work.learn@ubc.ca

For **Work Learn International Undergraduate Research Award 2025**, jobs will be posted to UBC CareersOnline only from **March 10-26, 2025**.

Please select your posting date as March 10, 2025.

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Expiration Date *

You must select **March 26, 2025**. Work Learn Sumer 2025 postings will be posted only from **March 10 to March 26, 2025**. Do not select any dates outside of this range. You can request changes if successfully funded via email to work.learn@ubc.ca.

For **Work Learn International Undergraduate Research Award 2025**, jobs will be posted to UBC CareersOnline only from **March 10 - 26, 2025**.

Please select your expiration date as March 26, 2025.

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Attachment(s)

Upload any additional documents you would like student applicants to be able to view (Max. file size: 200 KB).

Add Item

Compensation

Early talent values pay transparency and providing compensation is required in some states by law. Add compensation information to increase views of your job and for legal compliance.

Compensation

If compensation is known, enter the compensation range and frequency. For an exact amount, enter the same number in both fields.

From:		To:		Frequency:	
\$		-	\$		

Application Procedures

Desired Skills

Get your job in front of the right candidates by adding skills to your job posting. If you don't see a skill, press enter to create a new one. Add up to 10.

Resume Receipt *

Please select **at least one** of the following two check boxes to ensure that students are able to upload documents:

- Select **"Email"**: Resumes will be emailed to you as they are submitted by applicants.
- Select **"Save to my CareersOnline account"**: Resumes will be saved in your account as they are submitted by applicants. You can login and review them online.

- E-mail me and save to my CareersOnline account
- Save to my CareersOnline account only
- Other Application Instructions (enter below)

Additional Documents (Optional)

Select any additional documents that you would like applicants to have the **OPTION** to submit (in addition to resume).

If you would like for these additional documents to be **REQUIRED**, please check off the same options under the **Additional Documents (Required)** section below.

- Cover Letter Unofficial Transcript Writing Sample
 Class Schedule Criminal Record Check

Submit

Save And Finish Later

Cancel