

# Student Summer Job Opportunity

## Program Co-coordinator for Science 101

The Science 101 program, together with the Office of the Dean of Science, is pleased to announce the availability of two or three part-time Program Coordinator positions for graduate students or senior undergraduate students.

These are administrative positions that will work alongside other coordinators.

Science 101 is a four-month (May-August), non-credit, barrier-free course offered on the UBC Vancouver campus to residents of Vancouver's Downtown Eastside and other inner-city communities. It provides introductory science education in physics, astronomy, chemistry, computer science, earth and ocean science, and biology and is taught by University of British Columbia professors and graduate students. (For more information please see [www.science.ubc.ca/support/community/101](http://www.science.ubc.ca/support/community/101)).

The Science 101 Program coordinators are responsible, as a team, for managing the weekly Science 101 activities. Throughout the term the coordinators will plan and attend evening lectures, a weekly evening tutorial, plan field trips and a graduation ceremony. They ensure that the program is organized, structured, and executed in a timely and organized fashion. The coordinators all gain valuable program management skills, improve and develop communication skills, and learn how to effectively manage and work with people from diverse communities.

This year, we are looking for two or three hardworking, mature, independent problem solvers to add to our team. If you have strong communication, interpersonal and organizational skills as well as the ability to exercise tact, discretion and diplomacy and the ability to work under pressure and meet deadlines this position may be for you! Experience with lab work, community outreach, and familiarity with the downtown eastside is an asset.

The program coordinator position requires a commitment of between 10 and 12 hours per week from approximately February 1- August 3, 2023. Salary to be discussed at time of interview.

To apply for this Science 101 coordinator position, please send your CV, contact information for three references, and a letter outlining your interest in Science 101 to:

Nancy Cook  
Academic Project Manager  
Faculty of Science, Office of the Dean  
#2178, 2207 Main Mall  
Email: [cook@science.ubc.ca](mailto:cook@science.ubc.ca)

Application Deadline – December 16, 2022

Please direct any questions to [cook@science.ubc.ca](mailto:cook@science.ubc.ca)