

Student Communications and Administrative Assistant

UNBC Active Minds – Office of Research and Innovation

Term: May 1 to August 30, 2025 (approx.)

Hours: 35 hours per week, Monday - Friday (occasional weekends); **Pay:** \$22 per hour

Job Description:

As a Communications and Administrative Assistant for the UNBC Active Minds program, you will assist with content creation and administrative support to facilitate workshops, events, and camps aimed at fostering interest in STEM for youth in Northern communities. Under supervision, you will contribute to designing and distributing engaging digital and print communications, help with logistics for outreach programs, and support UNBC Active Minds overall operations.

Duties and Responsibilities:

In this role, you will assist in developing and designing engaging content for social media platforms and help draft articles, newsletters, and promotional materials. This will also include updating website content and supporting event registrations. You will work with the team to coordinate and deliver workshops, events, and weekly after-school programs, assist with booking facilities, preparing supplies, and organizing logistics to ensure smooth program delivery. Administrative tasks will involve supporting any clerical functions required for the successful operations of the programs (including payroll documentation, instructor training preparation etc.). You will also assist with maintaining accurate records of projects and initiatives developed for outreach, ensuring all materials, templates, and documentation are properly stored in the program's digital system in accordance with established guidelines. The UNBC Active Minds Supervisor (Coordinator of Youth and Transitions Programs) will determine official documentation standards and deadlines.

Skills and Attributes Required:

- Strong written and verbal communication skills.
- Experience or interest in content creation and social media management.
- Ability to multitask and support various administrative and program-related duties.
- Attention to detail and organizational skills.
- Familiarity with STEM-related activities is an asset but not required.

This position will provide valuable hands-on experience in communications, program delivery, and administration within an organization dedicated to inspiring STEM engagement in youth.

To Apply

Submit a cover letter and resume with three references to activeminds@unbc.ca. The inclusion of examples of your communication materials or portfolios is considered an asset.

Application deadline: 23:45 PST April 11th, 2025

All qualified candidates are encouraged to apply. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities. We thank all applicants for their interest, however, only those selected for further consideration will be contacted.