

JOB INFORMATION

Classification title: Undergraduate Research Assistant

Department: Malcolm Knapp Research Forest

Schedule: 37.5 hours/week, Monday - Friday but can include limited weekend or evening shifts

Term: May 1, 2019 - Aug 31, 2019

Salary: \$3,300/month

Benefits: none

Probationary period: 2 months

JOB SUMMARY

UBC Malcolm Knapp Research Forest (MKRF) is seeking a qualified and highly motivated student to join our team and assist us with outdoor environmental education and routine forestry field and office duties.

ORGANIZATIONAL STATUS

Under the supervision of MKRF's Research Coordinator and Education Coordinator, the successful candidate will work closely with staff members, including the manager, resident forester, and administrative and technical staff on a variety of tasks. This position is also responsible for the supervision of the Environmental Team.

WORK PERFORMED

- Leading outdoor educational programs and camps for youth and adults.
- Leading outdoor educational birthday parties and events.
- Assisting in the development and organization of programs and camps.
- Managing and supervising the Environmental Team on various field tasks.
- Supporting fire patrols and fire suppression efforts at MKRF.
- Supporting silviculture surveys, assessments, and maintenance of plantations.
- Supporting routine research project maintenance.
- Supporting recreational trail enhancement, interpretation, and extension.
- Supporting and backing-up summer interns on their days off.

This position will require physical activity and working outdoors in all weather conditions.

CONSEQUENCE OF ERROR

Must exercise judgment based upon a thorough knowledge of procedures, guidelines, and regulations. Must exercise judgment based upon the safety and liability of our team and guests. Incorrect decisions will directly affect the University's and department's reputation with government authorities,

community and faculty, staff and students and general public and could require intervention by supervisory and or senior management.

SUPERVISION RECEIVED

This position will receive supervision from the Research Coordinator and the Education Coordinator on a regular basis. A performance review will be conducted at the end of the first month and after completion of the probationary period. Regular and consistent feedback will be given throughout the duration of the appointment.

EDUCATION AND/OR WORK EXPERIENCE

- Minimum a high school diploma
- A completed or an on-going degree in environmentally-related sciences is an asset
- Current first aid WCB Level 1 certificate
- Class 5 Driver's License

Preference will be given to candidates with experience working with youth and/or adult groups. Additionally, preference will be given to candidates with S100 Fire Suppression training or related experience (S100 training will be provided during this position).

SKILLS

- Excellent communication skill, both oral and written.
- Comfortable managing and speaking to large groups.
- Comfortable working outdoors in all weather conditions.
- Comfortable working alone and in team-settings.

APPLICATIONS

Please submit a resume and cover letter, attn: Ionut Aron and Victoria Farahbakhchian to wild.immersive@ubc.ca or fax before January 4th, 2019 at 12:00pm. Only those short listed will be contacted.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.