

Job Description:
Club and Association Assistant
Student Experience Office



Position Type: Paid, Student Worker
Location: Abbotsford and Chilliwack Campus, in person and remote work as needed
Term: May to August 2025 (Approximately 10 hours per week)
Possibility for term extension up to end of Fall 2025 semester (Approximately 10 hours per week)
(Based on performance)
Direct Supervisor: Operations Coordinator, Student Engagement
Wage: (**minimum wage**) hour plus 10% in lieu of vacation and benefits
This position is conditional on approval of funding

STUDENT EXPERIENCE OFFICE

The Student Experience Office is the department at the University of the Fraser Valley that creates and supports opportunities to build skills and foster community among students. The Student Experience Office supports the following programs: [Orientation](#), [Lead](#), Get Involved UFV and student clubs and associations. We are committed to being an active champion of equity, diversity, and inclusion on our campus. We welcome everyone and show consideration and respect for all experiences and ideas. Reasons to work with the Student Experience Office:

- flexible schedule,
- networking,
- it's fun!
- students that work at Student Life do great things at UFV!

PRIMARY FUNCTION

The Club & Association Assistants (C&A's) are student leaders who support UFV student organizations. In this role, the candidate is responsible for:

- peer support to club and association executives
- creating, delivering, and marketing club and association C&A Connect Leadership workshops, networking events, mentorship activities.
- developing and reviewing club and associations activities and involvement opportunities

RESPONSIBILITIES

- Schedules, develops, and facilitates workshops for club and association executives
- Builds connections on campus to increase awareness of club and association activities
- Assists with the development and ongoing participation of alumni mentors
- Attend bi-weekly Get Involved UFV/Club & Association Support Team meetings
- Facilitate weekly C/A Connect online workshop and question period
- Collaborates with colleagues to create community on campus
- Assists with the development and deployment of all materials for social media posts and campaigns

QUALIFICATIONS/SKILLS

- Team player
- Comfortable receiving feedback and mentorship
- Commitment to diversity and inclusion
- Familiarity with UFV services
- Self-motivated to work independently
- Ability to complete assigned tasks in a timely manner
- Well-organized with a strong attention to detail

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- Experience with the use of Canva, MS Office, and social media platforms is preferred
- Willingness to develop interpersonal and communication skills

REQUIREMENTS

- Minimum GPA: 2.5
- Enrolment: must be enrolled in a minimum of 9 UFV credits in the current semester
- Time Commitment: Approximately 18 hrs per week for summer 2024 and 10 hours per week for fall 2024
- Completion of online and in person training

BENEFITS

- Flexible work schedule
- Gain experience in project management
- Receive mentorship in the areas of public speaking, event organization and workshop development
- Work with a fun team of students and staff
- Access exclusive opportunities for professional development
- Receive a letter of recommendation upon the successful completion of the term (upon request)

HOW TO APPLY

Applications for this position will be accepted starting in March 2024 and require the following 2 steps to be considered complete.

Step 1 – Interest: To submit your interest for this position, submit your contact information, and a copy of your unofficial transcript to the official job posting on the [UFV Career Link portal](#). Please note that cover letters and resumes are **NOT** required.

Step 2 – Application: Once you submit your interest in the position via Career Link, program staff will email you a link to a second application form where you can indicate all the volunteer and paid positions you wish to apply for, and answer a few questions related to your skills and experience.

Accessibility accommodations are available during all stages of the application process. Please advise us of any needs as required.