

Job Description:
Get Involved UFV 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: 10 hours per week (Based on performance)
Direct Supervisor: Operations Coordinator, Student Engagement
Wage: current minimum wage per hour plus 10% in lieu of vacation and benefits

STUDENT EXPERIENCE OFFICE

The [Student Experience Office](#) is the department at the University of the Fraser Valley that creates and supports opportunities for students to develop relationships with others, a balanced lifestyle, leadership skills, active citizenship and a lifelong commitment to learning. The Student Experience Office is responsible for the Day ONE Orientation and Get Involved UFV while also supporting student organizations. 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 our department:

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

PRIMARY FUNCTION

The Get Involved Assistant is a student leader that supports engagement on campus. The candidate is responsible for:

- increasing student knowledge of involvement opportunities by creating engaging activities and print/social media posts.
- creating and delivering presentations to the UFV departments and clubs and associations

RESPONSIBILITIES

- Assists with club and association and Student Experience Office marketing strategies and promotions.
- Builds connections on campus to increase awareness of involvement opportunities for the student body.
- Collaborates with club and association executives and colleagues in the Student Experience Office to create community on campus.
- Uses the Student Experience Office and Get Involved UFV social media channels to develop contests and activities to encourage involvement and build awareness of activities on campus.

QUALIFICATIONS

- Strong interpersonal skills
- Demonstrated commitment to diversity and inclusion
- Familiarity UFV services
- History of involvement on campus through club and associations or volunteering at events
- Self-motivated to work independently
- Ability to complete assigned tasks in a timely manner
- Well-organized with a strong attention to detail
- Experience with the use of MS Office, Canva and social media platforms

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- Familiarity with marketing concepts and techniques
- Excited about creating involvement opportunities on campus

REQUIREMENTS

- Must be in Good Academic Standing (Minimum GPA: 2.0)
- Enrolment: must be enrolled in a minimum of 9 UFV credits in the current semester
- Time Commitment: Approximately 10 hrs per week
- Completion of online and in person training, dates yet to be determined

BENEFITS

- Flexible work schedule
- Gain experience in project management
- Develop skills in recruitment, selection, and training of volunteers
- Gain personal satisfaction and growth
- Receive mentorship in the areas of public speaking, event organization and workshop development
- Gain experience working in a professional office environment
- Work with a fun team of students and staff
- Access exclusive opportunities for professional development

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.