

**Job Category**

Student Employee

**Job Title**

Graduate Academic Assistant

**Department**

Blockchain@UBC

**Posting End Date**

Open until filled

**Note:** Applications will be accepted until 11:59 PM on the Posting End Date.

**Job End Date**

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The pay is \$25/hour, with an average of 12 hours per week. Please send your CV to [v.lemieux@ubc.ca](mailto:v.lemieux@ubc.ca)

**Location**

Hybrid. This position includes a mix of in-person and remote work to be discussed with your supervisor.

**Who We Are**

Blockchain@UBC is a multidisciplinary research cluster focusing on blockchain technology as a central component in investigating the broader research question “How can emerging technologies be leveraged to benefit Canadians and the world?”

We engage in both research and education to advance the design, development and adoption of blockchain technologies. Our research initiatives bring academics, industry and community partners, and policy-makers together to explore pressing issues and advance the emergence of blockchain and distributed ledger technologies. Providing teaching initiatives from undergraduate to executive levels, we advance the knowledge and qualifications of students and professionals interested in blockchain and distributed ledger technologies.

**Overview of Role**

We are seeking a driven and detail-oriented Communications Assistant to join our team. The ideal candidate will have a strong interest in blockchain technology and have effective communication skills. You will be working together with our communications team in executing a

comprehensive communications strategy, ensuring that our research and initiatives are effectively communicated to a broad audience of industry professionals, academics, and the general public.

Current undergraduate and graduate students are eligible to apply.

### **Core Responsibilities**

**Content Creation:** Assist in the creation and editing of engaging content for various platforms, including newsletters, social media, blog posts, press releases, and research summaries.

**Social Media Management:** Manage and grow our social media presence across platforms such as Twitter, LinkedIn, and Facebook. Monitor trends in blockchain and related technologies to inform content and engagement decisions.

**Event Support:** Help organize and promote webinars, conferences, and other events. Assist in preparing promotional materials and handling logistics.

**Internal Communications:** Support the distribution of overall internal communications to ensure alignment and awareness across the organization.

**Administrative Support:** Provide general administrative support to the communications team, including scheduling meetings, maintaining contact lists, and organizing digital files.

### **Supervision & Complexity**

The Communications Assistant will report to the Cluster Lead, who will provide guidance and mentorship. Weekly check-ins will review progress, address questions, and give feedback. An initial session will set job and learning goals, with follow-up feedback at mid-term and end-of-term. While the tasks are moderately complex, the Communications Assistant is expected to handle many independently with proper support. The role also involves close collaboration with other project team members.

### **Skills and Qualifications**

This position is open to graduate and undergraduate students who have strong analytical, interpersonal and communication skills. The ideal candidate should have experience in campaign support, email marketing, or other communication and marketing duties. Experience in project management, community engagement, and event planning is an asset.

### **What We're Looking For**

- Currently enrolled as a UBC student
- Excellent communication skills

- Highly motivated and eager to engage with diverse audiences, both in group settings and one-on-one, through in-person and virtual formats
- Strong editing skills, with experience in creating digital content and reporting on analytics
- Experience in virtual and in-person event planning
- Strong organizational and project management abilities, including coordination, scheduling, prioritization, and multitasking
- Ability to build and maintain good relationships with various stakeholders and community members
- Ability to manage multiple timelines, demands, and priorities
- Ability to work independently and be proactive
- Attention to detail and accuracy
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Passion for communications and a desire to learn and grow in the field of blockchain technology

### **Student Learning Components**

Through this position we anticipate that the student will enhance or gain skills, experience or knowledge in the following areas:

- Work in an environment with a heavy focus on team collaboration, communication, and university-community relationships
- Hands-on public engagement & community planning
- Project management/coordination
- Event planning and logistics

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. We are an equal opportunity employer committed to equity, diversity and inclusion. We encourage all qualified applicants of all ages, genders, races, and backgrounds to apply.