



# Student Life Ambassador Job Description

**Student Life Office**

**3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2**

**T 604.432.8338 E [student\\_life@bcit.ca](mailto:student_life@bcit.ca)**

**Building SW01-1303**

**Position:** Student Life Ambassador

**Department:** BCIT | Student Success | Student Life Office

## WHO ARE WE

The Student Life Office plays an integral role in connecting students to services and resources that enhance well-being and enable them to thrive throughout their time at BCIT. We are looking for student employees to join our team from August 1, 2025 to May 15, 2026.

## POSITION DESCRIPTION

Student Life Ambassadors are a staple at BCIT. Through in-person and online engagements and content, these student employees connect their peers with services, resources, and community opportunities. Representing the student voice, Student Life Ambassadors partner with many areas of the BCIT community to cultivate a student-centered environment and experience. Partnerships take different forms such as presenting at events, speaking on panels, being interviewed, and taking part in working groups.

## SKILLS

- Collaborative
- Engaged
- Strong interpersonal skills
- Comfortable taking initiative
- Effective time management
- Problem solver
- Accepting and respectful
- Tact, maturity, and professionalism

## RESPONSIBILITIES

- Create a welcoming and inclusive environment for new and returning students on all BCIT campuses.
- Lead Burnaby Campus tours.
- Answer student questions by providing accurate and appropriate information.
- Connect students with BCIT services, supports, and resources.
- Plan and host events and engagements on all BCIT campuses.
- Create printed and digital content.
- Create social media content.
- Represent the student experience and the Student Life Office by taking part in meetings, presentations, and committees.

## **REQUIRED QUALIFICATIONS**

- Both flexible learners [part-time] and cohort [full-time] students wanted.
- A minimum of one term as a recent BCIT student, plus grade 12.
- Currently a BCIT student and will remain so until the end of the contract [May 2026].

## **PREFERED QUALIFICATIONS**

- Previous experience in leadership, event planning, or community engagement is an asset.

## **TIME COMMITMENT**

- This is a contract-based role that will take place August 2025 – May 2026 and will require a commitment of 5 to 20 hours per week.
- Must be available to work a mix of daytime and early evening hours. Shifts usually take place between 10:00am and 5:00pm on weekdays with occasional evenings, early mornings, or weekends..
- One-hour mandatory weekly team meeting.
- One-on-one check in with supervisor each term.
- Mandatory in-person training 9:00am – 1:00pm, August 18 – 22.
- Mandatory 20 hours on the Burnaby campus, August 26 – 30 between 8:00am and 5:00pm. Exact shift times TBD.

## **EQUITY**

The Student Life Office aims to reflect the diversity and lived experiences of students across all campuses. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to, sexual orientation, gender, gender identity or expression, racialization, disability, political beliefs, religion, marital or family status, age and/or status as a First Nation, Metis, Inuit or Indigenous person. We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex.

## **COMPENSATION**

\$17.88 per hour plus 6% vacation pay, inclusive of all wages and benefits.

Submit a tailored cover letter sharing skills and passions directly related to the responsibilities of this role, along with your resume to [student\\_life@bcit.ca](mailto:student_life@bcit.ca) before May 13 2025, 12:59pm.