



Job Title: PROGRAM ASSISTANT/WEBSITE DEVELOPER

Start date: May 15, 2026

Duration: 4 months, with potential extension

Work mode: Hybrid

Salary: \$20.00 CAD per hour

Hours: 35h/week

Employer Information

Employer: ImmunoTherapeutics and ImmunoEngineering Research and Training Cluster

Contact: immunoengineering.create@ubc.ca

Address: 6088 University Blvd, Vancouver, BC, V6T 1Z3

Website: <https://immunot.ca/>

The ImmunoTherapeutics and ImmunoEngineering Research and Training Cluster (ImmunoT&E) is dedicated to accelerating the discovery, development and implementation of innovative immunoengineering technologies and cutting-edge immunotherapeutics by uniting a trans-disciplinary community and promoting the training of highly qualified personnel in the Life Sciences, particularly in the Immunology and Bioengineering sectors.

Job Description

We are looking for an undergraduate student to join the ImmunoTherapeutics and ImmunoEngineering Research and Training Team to support the Program Manager in a range of activities, including program coordination and administration, website development and maintenance, communications, and event organization. Tasks include developing and updating content for websites, promotional materials, and visual communications; assisting with the planning and coordination of events, meetings, and training sessions; preparing newsletters and announcements; and preparing standard operating procedures (SOPs) for key processes.

Job Requirements

Required Qualifications:

- Strong organizational and time management skills, with the ability to prioritize tasks effectively
- Excellent verbal and written communication skills
- Highly efficient, detail-oriented, and reliable
- Ability to follow instructions independently and seek clarification when needed
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)



Preferred Qualifications:

- Interest in immunology and/or bioengineering research
- Computational skills, including website development and maintenance, coding, use of generative AI, and task automation
- Experience with Wordpress and Canvas
- Experience with Canva or other graphics software

How to Apply

Science / Applied Science Co-op Student

If you are part of the Science or Applied Science Co-op program, please apply to the job posting “179901 - S26 Program Assistant/Website developer 179901B” via [Scope](#).

Deadline: April 30, 2026, 9:00 am PT

Undergraduate Academic Assistant (UAA)

If you are not in a Co-op program, please e-mail us at immunoengineering.create@ubc.ca with your CV and Cover Letter, and subject line: “S26 Program Assistant/Web Developer Application – [Your name]”

Deadline: April 30, 2026, 11:59 pm PT

Thank you for your interest in the position. Only select candidates will be contacted for further consideration.