



**Job Title:** WORK LEARN PROGRAM COORDINATOR IN BIOCHEMISTRY & MOLECULAR BIOLOGY  
**Start date:** September 1, 2026  
**End date:** April 30, 2027  
**Duration:** 8 months  
**Work mode:** Hybrid  
**Salary:** \$27.61 CAD per hour  
**Hours:** 10 hours/week for a max of 300 hours

### Goal of the Research Unit

A major goal of the [ImmunoTherapeutics and ImmunoEngineering Research and Training Cluster](#) (ImmunoT&E) is to train undergraduate and graduate students for excellence in research, to develop skills for biomedical research and foster critical thinking. In order to promote Equity Diversity and Inclusion (EDI), ImmunoT&E collaborates with the **Department of Biochemistry and Molecular Biology** to run a Work Learn program to hire equity-deserving undergraduate students. We are seeking a Program Coordinator to oversee our program.

### Duties and Responsibilities

This Program Coordinator will consist of the following duties:

- Provide introductory lectures to Work Learn undergraduate students participating to the program to explain overall program expectations, general introduction on how a typical research lab operates, how to maintain a lab book, and how to communicate with research lab members
- Help designate which research laboratories each student will be affiliated with
- Meet with all Work Learn undergraduate students on a monthly basis to provide feedback and advice
- If required provide one on one meeting with Work Learn undergraduate students to resolve potential issues and provide additional feedback
- If required coordinate communication between participating labs and undergraduate students in this Work Learn program
- Ensure that participating mentors and Work Learn undergraduate students complete their training
- Provide feedback to Faculty and Staff participating in this program
- Coordinate participating student feedback form at the beginning and end of the program
- Organize a 3MT session for all participating students in the spring
- Compile short reports related to the program for the EDI Committee and the Department

The workload will be of a max of 300 hours from September 2026 to April 2027.



**Complexity** of the tasks are medium for a graduate student in the biochemistry program but require dedication, strong organization skills and interest in EDI.

**Supervision Provided:** Supervision will be provided by two Faculty members (Dr. Annie Ciernia and Dr. Alice Mui)

### Qualifications

Candidates for this program should fulfill the following requirements

- Graduate student in a life science program
- Experience supervising undergraduate student(s)
- Experience with EDI initiatives

**Preferred degrees/disciplines:** Applied Science/Engineering, Health Sciences

**Experience Level:** Current Students in a Master's Program, Current Students in a PhD Program

### Contribution to University Community

#### **Impact/contribution of the student's work to the goals of the unit or program:**

One of the major goals of the ImmunoTherapeutics and ImmunoEngineering Research and Training Cluster and the BMB department is to foster undergraduate research training towards independent work in the lab. This position will oversee a program designed to facilitate student access to research experience and to help support those students in acquiring basic laboratory skills, in a safe and supportive environment. This coordinator position will facilitate training of the mentors in the labs, provide support for the undergraduate students and provide a much-needed role model for women and minorities in science.

#### **Safe, supportive and inclusive workplace:**

The coordinator will work directly with Dr. Ciernia and Dr. Mui to manage the undergraduate program. The coordinator will have support from both faculty advisors in navigating conflicts between students and their host labs and helping students navigate the research environment. The coordinator will meet regularly (monthly) with Dr. Ciernia to discuss any needed program changes or to receive advice.

### Student Learning Components

#### **Orientation & Training:**



The Program Coordinator will receive background information related to the program and expectations of the position during the interview process and as well as in the first weeks of work. The Program Coordinator will have several meetings with the Faculty members organizing the program (Dr. Annie Ciernia and Dr. Alice Mui). In the first two months, there will be weekly meetings; for instance, to go over the goals of the program and help the Program Coordinator to create short introductory lectures. In this specific case, the Faculty will first indicate which topics should be discussed, then review the lecture slides to evaluate their content to then suggest other elements to include.

#### **Feedback, encouragement & Support:**

The Program Coordinator will regularly meet with Faculty members organizing the program (Dr. Annie Ciernia and Dr. Alice Mui). During these meetings, the Faculty members will provide feedback on the coordinator's performance. If needed they will introduce new administrative tools that can be used to help with the tasks and liaison with different EDI offices such as the Office of Respectful Environments, Equity, Diversity and Inclusion (REDI) of the Faculty of Medicine to provide additional feedback and advice. In the first phase of the program, the weekly meetings will provide multiple opportunities to determine in which area the Program Coordinator requires more support and encouragement.

#### **Mentorship opportunities:**

A major role of this position is to provide mentorship to the Work Learn students in the program as well as the trainees who are supervising the students in participating labs. The Program Coordinator will provide mentorship for a group of 10-15 undergraduate Work Learn students from underrepresented groups in STEM. The Program Coordinator will get to know the students at a personal level and arrange periodic meetings with students requiring more support, if necessary. If needed the Faculty members will also provide additional support and advice to help the Program Coordinator in their mentoring work.

#### **Professional Development (workplace skills & graduate competencies):**

The Program Coordinator will gain critical skills related to program organization, resource development, communication, conflict management, survey development and implementation and basic analysis of survey findings. The Program Coordinator will gain additional knowledge and expertise in relation to EDI in STEM and mentorship.

#### **Networking:**

The Program Coordinator will have the opportunity to form meaningful networks with faculty and staff associated with the Office of Respectful Environments, Equity, Diversity & Inclusion (REDI) of the Faculty of Medicine and the UBC Equity and Inclusion Office. The Program Coordinator will also have regular interactions with the BMB EDI Committee, ImmunoTherapeutics and ImmunoEngineering Research and Training Cluster members and BMB faculty serving as mentors and host PIs for the student trainees in the program.



### **Workplace Competencies, Future Employment and academic growth**

The Program Coordinator will gain valuable leadership, organizational and interpersonal skills that will equip them for future careers in academia and industry. The program that the coordinator oversees also has several industry tours and networking opportunities, positioning the Coordinator to explore multiple career options outside academia.

### **How to Apply**

Email your CV and cover letter (include any relevant background in EDI initiatives and what you hope to gain from the experience as coordinator) to [immunoengineering.create@ubc.ca](mailto:immunoengineering.create@ubc.ca) with subject line: "W26 Work Learn Program Coordinator Application – [Your name]"

**Deadline:** August 20, 2026, 11:59 pm PT

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