



THE UNIVERSITY OF BRITISH COLUMBIA
Centre for Migration Studies

GAA Job title: Events Assistant

Salary: \$38.65-40.16/hour + benefits

Hours per week: hours vary, average 5 hours/week

Appointment dates: January 27 – May 9, 2025

Job Description

The Events Assistant provides hands-on logistical and administrative support for CMS events and CMS Research Group programming, including assistance with handling and organization of event supplies in CMS offices and at venues; set up and tear down/clean up of event venues and materials (including food and beverage hospitality items); arranging room bookings and communicating with attendees or speakers; other event-related duties as directed. As Events GAAs, they gain valuable opportunities to be connected with CMS faculty and student affiliates and the community of scholarship around migration studies.

Organizational Status & Supervision

The Events Assistant will work closely with the CMS Program & Administrative Assistant(s), from whom they will receive guidance, as well as from the CMS Research Manager and Director. They are supervised by the CMS Research Manager.

How to Apply

Please send your cover letter and resume with the subject line “GAA Application – Event Assistant” to the UBC Centre for Migration Studies at admin.migration@ubc.ca by **Monday, January 6, 2025**.