

2026-27 Professional Development Coordinator Application

Application & Position Details

- **Position Available:** Kinesiology Professional Development Coordinator
- **Position Length:** August 2026-April 2027
- **Commitment:** Approximately 5-7 hours per week
- **Application Deadline:** **July 25th, 2026 @ 11:59pm**
- **Contact:** For questions, please email Asami Yumibe at kus.academic@gmail.com
- **Note:** This is a volunteer position and there will be 2 coordinators

Overview of Professional Development Committee:

The KUS Professional Development Coordinator is a volunteer leadership position that consists of the responsibility of planning, coordinating and leading a team of volunteers to deliver a variety of career and professional development events throughout the 2023/2024 academic year. This includes various professional and career development/exploration workshops throughout the year. The committee this year will focus on providing greater exposure of various careers, potentially beyond the scope of “KIN” by outreaching to professionals in the appropriate fields and facilitating informative workshops/initiatives.

Although previously merged with the Career Fair Coordinator, the Professional Development Coordinator will prioritize facilitating high quality, accessible, and diverse professional development workshops throughout the year. It is encouraged that the Coordinator works alongside their team to come up with various unique ways to facilitate these workshops, and collaborate with Campus partners as well as other undergraduate societies. With consideration of the significant overlap between the Professional Development and Career Fair Committees, it is expected that Coordinators initiate and maintain contact, supporting each other's initiatives to develop the best events possible.

In addition to previous initiatives PD coordinators will also be working closely with the VP External to develop resources for students to use when developing resumes and cover letters as well as help organize the resume review team. They will also assist in spearheading the new International Student Career support team.

Job Description

Primary Functions:

Administrative Tasks

- Ensure regular and timely communication with committee members, students, the KUS, and Student Engagement Officer in a professional manner
- Assist with hiring process for committee members
- Creating ways to actively advertise events with the VP Communications
- Managing multiple schedules to coordinate team meetings

Modelling Outstanding Leadership

- Facilitate team meetings on a weekly or bi-weekly basis
- Oversee the delivery of the Kinesiology Professional Development events and provide feedback
- Maintain an effective and respectful learning environment geared towards student development for all parties involved in the program
- Uphold UBC's Respectful Environment Statement as a responsible member and ambassador of the UBC community

Event Planning

- Creating and implementing new Professional Development events
- Coordinate and collaborate with committee members to plan, promote, and facilitate events
- Centralize useful career and professional material onto the KUS webpage
- Ensure timely communication with the Communications team for event promotion
- Organize 2 events a month, 1 during exam season

Weekly Time Commitment:

- Up to 7 hours per week, first and second semester

Qualifications

The ideal candidate will:

- Be excited about the position and have a clear vision of what they hope to accomplish and gain
- Be able to take initiative
- Be inclusive
- Demonstrate excellent communication, interpersonal and time management skills
- Role model outstanding student leadership on campus
- Have experience with event planning
- Be flexible when accommodating multiple schedules simultaneously
- Have good leadership and teamwork skills
- Demonstrate ability to take initiative, identify needs, work independently and within a team environment to generate creative solutions

- Be adaptable to unexpected situations and possess strong problem-solving skills
- Be able to meet all responsibilities, attend and engage in mandatory training dates and fulfill all position expectations

Student Learning Components

- Event planning and delivery
- Critical and analytical thinking
- Teamwork and collaboration
- Communication skills (public speaking, active-listening)
- Build relationships and networks with campus partners, alumni and industry professionals
- Facilitation skills
- Time Management

If you're interested in applying to the Professional Development Coordinator role, please **fill out the application below** and email it alongside a copy of your **resume** to kus.academic@gmail.com alongside your application. The deadline is **July 25th, 2026 @ 11:59pm.** Thank you for your interest and we look forward to reviewing your application!

Name:

Email:

Phone Number:

Year of Study:

Complete either a video or written application. **No need to complete both.**

Option 1: Video Application

Please answer the following questions in a short video (5 minutes max). Include a link to your video in this application. Videos can be uploaded to YouTube as an unlisted video or to Google Drive. Applications will not be judged on the creativity or production of the video.

Option 2: Written Application

Please answer the following questions in a written format. Applicants should prioritize quality over quantity. 200 words maximum per question.

Application Questions

1. Introduce yourself. Who are you?
2. Why are you interested in the position of Professional Development Coordinator?

3. What uniquely sets you apart as a successful candidate? (Talk about your skills, experiences, etc., as you see fit).
4. What do you think PD's mission should be? What do you hope to accomplish as PD coordinator (eg. events you would like to host, personal goals, professional goals, whatever is *important to you*).