Job Posting:174742 - Position: W26 Lab Coordinator 174742

Co-op Work Term Posted:	2026 - Winter
App Deadline	10/31/2025 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	10/23/2025 02:35 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	UBC Emerging Media Lab
Address Line 1	Irving K. Barber Room 183, 1961 East Mall
City	Vancouver
Postal Code / Zip Code	V6T 1Z1
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
<b> Job Title <b>	W26 Lab Coordinator 174742
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	4 or 8 months
Work Mode	In-Person
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Salary Range $	$20-$22/hour
Job Description	

Salary updated to $20-$22/hour.

UBC Emerging Media Lab - Lab Coordinator

Employer: UBC Emerging Media Lab

https://eml.ubc.ca/
Work term: Beginning January 2026 for 4 months, with option to extend.
Work hours: Monday to Friday, 9am - 5pm. Flexibility may be required to accommodate special events schedules in the evening or on weekends.
Location: This position is conducted **in person full-time** from the Emerging Media Lab, which has various locations on the UBC Point Gray Campus, including the Irving K. Barber Learning Centre and Donald Rix Building.

Overview

Emerging Media Lab (EML) has an exciting opportunity for a student who is passionate about emerging technologies such as virtual/augmented/mixed reality (VR/AR/MR), brain computer interfaces (BCI) and other technology in educational environments. You will assist coordinating day-to-day operations of the UBC Emerging Media Lab as well as activities related to tours,

demonstrations, orientations and workshops and participating in opportunities to organize educational and research development projects. You will also facilitate the use of equipment, such as MetaQuest and Vive headsets for faculty, staff and students.

Company Description
The Emerging Media Lab (EML) is a multidisciplinary team composed of faculty, staff and student teams from across campus. We hope to enhance learning through the implementation of emerging technologies into teaching/learning and research. UBC EML creates an environment to both experiment and innovate on these new technologies, with the goal of creating more effective and engaging learning experiences for students. We are passionate about contributing to the growth of emerging tech.

Job Summary
As an EML co-op student, you will be involved with administrative work which supports developers, designers and users of Emerging Media Lab (educators, researchers, and developers). You will assist in the creation process of projects by coordinating EML resources, support the publishing of software and tools on open-source platforms. The co-op student can be involved in preparing manuscripts for teaching and learning journals and other published works. This position is a fantastic opportunity to connect with experts and industry specialists and fully experience cutting-edge research and development.

Job Requirements/Primary Responsibilities
• Coordinate Emerging Media Lab resources and operations
• Train and onboard new student team members
• Organize and attend internal and external EML meetings
• Provide ongoing administrative support for the student team members
• Use student team feedback to improve the workflow and processes at the lab
• Write supporting technical documentations on the lab process through UBC Wiki and other platforms
• Market and promote EML projects to the larger UBC community at workshops, drop-in events, campus events and to the public and other community through external events
• Contribute to management of the eml.ubc.ca official website and other social media tools and platforms
• Organize and/or coordinate events such as tours, training workshops, user groups, etc.
• Learn about the development of new education and research tools using new technologies
• Plan and facilitate team building activities
• Liaise and coordinate with industry consultants on projects
• Other tasks requested by EML Project Leads and the Lab Supervisor.

Job Requirements

Qualifications:
• Excellent time management skills
• Ability to prioritize, assign and follow up on tasks
• Evidence of excellent communication skills and demonstrated ability to interact with a diverse client group (staff, faculty, students, and external) with professionalism
• Evidence of good knowledge of MS Office and other administrative and productivity software
• Experience with graphics work or photography (e.g Adobe Creative Cloud) is desirable
• Experience in web and UX/UI design and development (specifically UBC CMS/WordPress) is desirable
• Evidence of project management, resource coordination, and/or organization skills
• Experience in event management, marketing and content creation is nice to have.
• Experience in records management is an asset
• Experience in creating technical documentation is an asset
• Experience in game development platforms is an asset

Aptitude
• Comfortable working independently and collaboratively

•Ability to prioritize and be flexible while managing multiple deadlines

•Ability to connect with team members and foster positive workplace culture

•Eagerness to acquire new skills and learn new technologies

Citizenship Requirement Canadian & Permanent Residents & Refugees Preferred

Position Start Date January 02, 2026 12:00 AM

Position End Date April 30, 2026 12:00 AM

APPLICATION INFORMATION

Application Procedure Through UBC Science Co-op

Cover Letter Required? Yes

Address Cover Letter to Maryann Kempthorne, Supervisor