



THE UNIVERSITY OF BRITISH COLUMBIA

Centre for Student Involvement & Careers Student Engagement

A. How to Post a Job on the UBC Job Board - Careersonline:

1. Visit [CareersOnline](#)
 - Log-in if you have an **employer** account.
 - Register for an **employer** account if you do not have one.
 - Please use your UBC email address when creating your account.
2. Post your job or volunteer opportunity.
3. Once your posting has been approved (typically within 1-2 business days), you will receive a confirmation email.

Once your posting has been approved it will remain online for a maximum of 30 days. You can re-post the opportunity if you wish.

B. Employer Tips for Childcare Positions:

- [Responsibilities as an employer](#) – Government of Canada
- [WorkSafeBC](#)
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C. Job Posting Considerations for Childcare Positions:

- [Typical job duties and pay of Early Childhood Educators and Assistants in BC](#)
- [Duties and skills to consider when creating a job description](#)

D. [BC Government Child Care Benefits](#)

Disclaimer

All job listings are posted at the discretion of The University of British Columbia (UBC). We will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, sexual orientation, disability or gender. UBC also reserves the right to refuse to post jobs that do not support the interests of the university.

UBC offers the Careersonline platform as a resource for employers to connect with UBC students and alumni seeking career-related opportunities including volunteer, part and full-time jobs. UBC is not responsible for the content of any information provided by any person or organization on Careersonline, nor is UBC responsible for the conduct of any such person or organization.

Postings may also be declined if they do not adhere to provincial or federal Labour Laws and Human Rights standards or are not in alignment with Canadian Association of Career Educators and Employers (CACEE) [Ethical Recruitment Guidelines](#) and position on [Unpaid Internships](#);

Employer & Alumni Engagement Team

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