Position Description:

Administrative Practicum Placements are for students required to complete practical experience in the field of administration. These placements offer students hands-on experience in an administrative behind-the-scenes setting.

In these practicums, student responsibilities may include (practicum dependent and subject to change): filing and organizing records, creating and updating spreadsheets, updating database records, and communicating with program partners.

Available Admin Practicum Positions:
GCSC Admin Assistant, Membership Admin Assistant, Ocean Wise Seafood Admin Assistant, Retail Admin Assistant, Sales Admin Assistant, External Relations Admin Assistant.

**Please note: department-specific admin practicum placement availability depend on the needs of the department at any given time**

Eligibility:

Successful Applicants should be:

- Currently enrolled in a relevant practicum course at community college or university
- Familiar with and have a minimum intermediate skill level using Microsoft Office applications (Word, Excel, Outlook, Access etc); other database knowledge and/or prior experience is an asset
- Demonstrate excellent organizational, interpersonal, and communication skills
- Able to multi-task, work independently, and take initiative.

**Priority is given to Canadian Applicants**

Practicum Dates:

Administrative Practicums are offered year-round.

Placement dates/commitment varies per practicum and is determined case-by-case by the department (please note: minimum 2 week placement required).

**Department-specific administrative practicum availability differs throughout the year and is subject to change**

Application Period:

- Year Round

Ocean Wise Mission Statement:

Our mission is to inspire the global community to become Ocean Wise by increasing its understanding, wonder, and appreciation for our oceans.

How To Apply:

1. Register in the Volunteer Impact Database (on our webpage or through: http://bttr.im/is01c)
2. Select the specific practicum position you are applying in the drop-down menu when prompted.
3. Upload your Application Documents:
   a. Resume
   b. Letter of Interest
   c. 1 Letter of Reference

** incomplete applications will not be considered**

Good luck to all our applicants!

Thank you for your interest in the Vancouver Aquarium’s Practicum Program.

Questions? Inquiries?
Email: practicum@ocean.org
Phone: 604-659-3478