Imagine UBC and the University's first year transition programs serve as new students' formal welcome to the University, an invocation to the learning community that is built on equity and mutual respect. Imagine UBC helps students begin to find a community at UBC, feel supported from their first day on campus and throughout their first year, and provides a beginning to a learning experience that will challenge, stimulate and prepare them to achieve their goals and meet the challenges of our local and global communities.

Imagine UBC is coordinated through the Centre for Student Involvement and Careers within the Vice President, Students’ portfolio working in collaboration with staff, faculty and students from across the University in the development and implementation of the program.

The Senior Orientation Leader position plays an important role in the recruitment, development and oversight of student leaders involved in Imagine UBC. The Senior Orientation Leader provides both direct and indirect peer support to a cohort of first year and transfer students.

This volunteer posting is for 6 Senior Orientation Leaders.

Note: Recruitment for other Orientation & Transition Leader roles, including Orientation Leaders and Welcome Team will begin in January 2019.

Primary Functions:

Senior Orientation Leaders in the School of Kinesiology fulfil three major functions:

1. **Build and Support an Engaged Community of Orientation Leaders**

   Within each Faculty/School, participating student leaders are placed into groups of approximately 10 people. These teams are led by the Senior Orientation Leader.

   This encompasses:
   
   - **Assisting with the facilitation of Orientation Leader recruitment and hiring**
   - **Building and maintaining a respectful environment for others in all University-related activities.**
   - **Building peer relationships.**
   - **Modeling professionalism and leadership.**
   - **Embracing your role as a UBC ambassador for student leadership.**
   - **Communicating important updates from UBC staff regarding the Orientation and Transition program to your Orientation Leader team via email or other social media.**
   - **Providing support to the development of the student leaders in your team through their summer skill development online training program.**
   - **Building a successful team that is motivated and engaged throughout the duration of their position**
   - **Maintaining contact with your team in Term 1 to support them as they continue to engage with their new-to-UBC students throughout their transition experience.**
2. Imagine UBC Logistical Planning and Delivery

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas and provide feedback on Orientation & Transition programs.

This encompasses:

- Providing leadership and active participation as a member of a larger community of student leaders across the UBC Vancouver campus.
- Maintaining consistent and professional communication throughout the planning process to ensure successful program delivery.
- Assisting with the planning and facilitation of Orientation Leader training.
- Assisting with the planning and organization of Imagine UBC activities for new-to-UBC and transfer students.
- Assisting with the facilitation of Orientation Leader recruitment and hiring.
- Support Orientation Leaders and new-to-UBC students during Imagine UBC, responding to questions, helping with activity implementation, and reacting quickly and appropriately if any issues arise.
- Support the Staff Advisor for the School of Kinesiology on Imagine UBC.

3. Transition Program Delivery

The School of Kinesiology Transition Program (KTP) supports new-to-UBC students throughout their first term.

This encompasses:

- Understanding the larger picture of Orientations and Transition at the University and assisting in the implementation of that vision.
- Assisting with the planning and implementation of events.
- Supporting the ongoing development of your Orientation Leader Team (Mar 2019 – Dec 2019).
- Assisting in the evaluation of the program and articulating recommendations for the future.

Time Commitment – Senior Orientation Leaders must:

- Attend bi-weekly meetings during January – April 2019 (60 mins), monthly meetings during May – July (1.5 hrs), and bi-weekly throughout August, leading up to Imagine UBC (1.5-2 hrs).
- Attend the UBC Student Leadership Conference on Saturday, January 12, 2019 (all day).
- Attend a three-day leadership retreat from January 18 – 20 2019 (all weekend).
- Facilitate Orientation & Transition Leader Recruitment Drive (throughout January/February 2019).
- Assist with the facilitation of Orientation & Transition Leader hiring process (throughout February 2019 – roughly 10 hours).
- Attend Spring Welcome Community Building Training & Co-facilitate KIN specific Orientation Leader onboarding (Sat, March 23, 2019 – All Day).
- Attend and co-facilitate Orientation Leader training sessions for role in early September 2019 (likely August 31-September 2).
- Attend Imagine UBC: Tuesday, September 3, 2019.
- Maintain regular contact (via email, in person meetings, etc.) during the summer with UBC Staff.
- Maintain regular contact (via email, in person meetings, etc.) with your team of Orientation Leaders and facilitate the completion of online learning modules during the summer.
- Provide updates from UBC staff to your leaders.
- Follow up with your team after Imagine UBC.
Skills and Qualifications required:

- Current undergraduate student in the School of Kinesiology in good academic standing. By applying to this position, you consent to academic checks to ensure maintained positive academic standing in the school. Preference will be given to students in 3rd or 4th year, but all applicants will be considered.
- Recognizes the importance of their role as a positive role model and representative of UBC and the School of Kinesiology.
- Demonstrated leadership skills.
- Able to commit to and follow through with all Senior Orientation Leader required dates and expectations as outlined above.
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set.
- Excellent organizational, communication, and interpersonal skills.
- Ability and willingness to work independently and as part of a team with students, volunteers, and staff.
- Knowledge of UBC and volunteer/work experience on campus.
- Knowledge and/or sensitivity to issues affecting students and their transition to Canada or to UBC.
- Previous experience with UBC Orientations as a Leader is an asset but is not required.
- Being flexible and adaptable to programming changes that may occur depending on needs of incoming new-to-UBC students.

Skills and Experiences to be further developed through your involvement as a Senior Orientation Leader:

- Facilitation skills (leading a group of 10-15 peers, leading online learning and reflection, assisting with facilitation of different events and sessions etc).
- Written and oral communication skills (email correspondence, public speaking, etc).
- Time management and organization skills.
- Self-awareness through reflective practice.
- Technological skills through using a variety of online platforms (Asana, Slack).
- Active listening skills and awareness of the needs of students in transition.
- Problem-solving and critical thinking.
- Leading and participating in a remote team.
- Experience working with diverse teams, including peers, staff, and faculty.

To apply, submit your application online including a resume and cover letter (saved as one PDF document).

https://tinyurl.com/kinsrol2019

Applications close Sunday, November 4, 2018 at 11:59PM.