Music Senior Orientation Leader – Imagine UBC

Are you a dynamic student ready to take up a leadership role in the UBC Community? Do you want to help create an impactful experience for new students? We are looking for energetic, enthusiastic and committed students for the 2019 Music Senior Orientation Leader team.

Imagine UBC serves as new students’ formal one day Orientation 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.

The Senior Orientation Leader position plays an integral role in the welcome of new-to-UBC students both through the recruitment, hiring, and development of Orientation Leaders involved in Imagine UBC, as well as cultivating a safe, inclusive, and welcoming environment for incoming students whether that be directly on Imagine Day or indirectly through the guidance and support of your Orientation Leaders.

This volunteer posting is for 2 Senior Orientation Leaders, who make up our pool of approximately 75 senior volunteers across 8 faculties and schools.

Note: Recruitment for other Orientation Leader roles will begin in January 2019.

Primary Functions
Senior Orientation Leaders in the School of Music have two major functions:

1. Build, Train, and Support an Engaged Community of Orientation Leaders

Orientation Leaders are organized into teams of approximately 10 leaders which are led, supported and motivated by Senior Orientation Leaders.

This encompasses:

- Participating in the Orientation Leader recruitment drive and selection of orientation leaders.
- Building a sense of team and commitment for their role and building peer relationships.
- Planning and hosting a social for Orientation Leaders prior to Spring Welcome.
- Providing support to the development of the student leaders in your team at Spring Welcome, through their summer skill development online training program, and during their Imagine Day training.
- Maintaining contact with your teams both in term and throughout the summer to support their development and prepare them for Imagine.
- Communicating important updates from UBC staff regarding the Orientation program to your team via email or other social media.
- Providing leadership and active participation as a member of a larger community of student leaders across the UBC Vancouver campus.
- Teaching School of Music chant on Imagine Day to Arts and Music students.
- Building and maintaining a respectful environment for others in all University-related activities.
- Modeling professionalism, leadership, and commitment, and serving as an ambassador of the UBC community through your demonstration of inclusivity and communication of UBC’s core values.
2. Imagine UBC Logistical Planning and Delivery

Prepare your Orientation Leaders and facilitate their training and development for their roles on Imagine UBC and as ambassadors of the UBC community.

This encompasses:
- Facilitating training and community building for Orientation Leaders at Spring Welcome and Imagine UBC training.
- Co-organize Imagine Day programming within the School of Music (liaising with faculty and staff to organize Meet the Profs and O-prof Sessions, coordinating check-in procedures, maintaining communication with MUS, organize library tours, etc.)
- Problem solving and troubleshooting issues with your Orientation Leaders and new-to-UBC students as they arise on Imagine UBC.
- Maintaining proper communication with UBC staff throughout the planning process to ensure successful program delivery.
- Contributing to a project team throughout the year to deliver one event or initiative

Time Requirement

January 2019 – November 2019, and includes the following commitments:

<table>
<thead>
<tr>
<th>January – April 2019</th>
<th>Summer 2019</th>
<th>September – November 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jan-Apr</strong> – Attend bi-weekly 1 hour meetings (TBD)</td>
<td>Maintain regular email contact with UBC Staff – <strong>minimum 2 hours per month</strong></td>
<td><strong>Aug 31</strong> – Attend Senior Orientation Leader training</td>
</tr>
<tr>
<td><strong>Jan 12</strong> (all day) – Attend the UBC Student Leadership Conference</td>
<td>Maintain regular email contact with your team and motivate the completion of online learning challenges, and provide updates from UBC staff to your leaders – <strong>approximately 4 hours per month</strong></td>
<td><strong>Sept 2</strong> – Attend and co-facilitate Orientation Leader training</td>
</tr>
<tr>
<td><strong>Jan 18-20</strong> (all weekend) – Attend a three-day leadership retreat with Senior Orientation Leaders from all Faculties</td>
<td>Maintain contact as needed with School of Music Faculty and Staff – <strong>approximately 4 hours per month</strong></td>
<td><strong>Sept 3</strong> – Attend Imagine UBC</td>
</tr>
<tr>
<td><strong>Jan-Feb</strong> – Assist with Orientation Leader recruitment drive and interview Orientation and Transition Leaders (approx. 10 hours)</td>
<td></td>
<td><strong>TBD</strong> – Attend Imagine Day follow-up and assist with Senior Orientation Leader recruitment activities for the team for 2020</td>
</tr>
<tr>
<td><strong>March 22</strong> – Plan and host social for Orientation Leaders</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>March 23</strong> (all day) – Attend and facilitate Spring Welcome</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If you are unable to attend the Senior Orientation Leader Training and Orientation Leader training over Labour Day Weekend (Aug 31 – Sept 2), please do not apply as attendance at these sessions is mandatory.
Skills and Qualifications required:

- Current undergraduate student in the School of Music in good academic standing (must be a student in the Faculty until November 2019).
- Demonstrated leadership skills.
- Excellent organizational, communication, and interpersonal skills.
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set.
- Ability and willingness to work collaboratively with your team of Senior Orientation Leaders, your Orientation Leader group, and staff, as well as independently over the course of the summer.
- Demonstrated instance of commitment and responsibility.
- 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.

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

- Facilitation skills (leading a group of approximately 10 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.)
- Event planning skills (planning pre-Spring Welcome social, components of Orientation Leader training etc.)
- Time management and organization skills.
- Active listening skills and awareness of the needs of students in transition.
- Problem-solving and trouble-shooting experience.
- 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).

[Application Link]

Applications close Sunday November 4th 2018 at midnight.