**UBC Sauder Senior Orientation Leader**

Imagine UBC and The Spark serve as a formal welcome to the University and the UBC Sauder School of Business for new students, an invocation to the learning community that is built on equity and mutual respect. These orientation programs help students begin to find a community at UBC, feel supported from their first day on campus and throughout their first year, and provide 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 Spark is coordinated by a student executive team within the faculty, with guidance from the UBC Sauder Undergraduate Office.

Senior Orientation Leaders fulfill important roles in the recruitment, development and oversight of student leaders involved in Imagine UBC and The Spark, and directly support the implementation of Imagine Day.

This volunteer posting is for 7 Senior Orientation Leaders. We are looking for 5 Senior Orientation Leaders for first-year student groups, and 2 Senior Orientation Leaders for transfer student groups. The time commitment is from January to September 2019, with 2-5 hours per week for meetings and other tasks (depending on time of year), in addition to the required events and training (see below).

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

**Primary Functions:**

Senior Orientation Leaders in UBC Sauder have two major functions:

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<th>Build and Support an Engaged Community of Orientation Leaders</th>
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<tr>
<td>Senior Orientation Leaders support a group of approximately 15-20 Orientation Leaders.</td>
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<td>This includes:</td>
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<tr>
<td>• <strong>Assisting with the facilitation of Orientation Leader recruitment and hiring.</strong></td>
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<td>• <strong>Facilitating connections and building community amongst your team of Orientation Leaders.</strong></td>
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<td>• <strong>Communicating important updates regarding the Orientation and Transition program to your team via email or social media.</strong></td>
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<td>• <strong>Supporting the professional development of the Orientation Leaders on your team through online tasks throughout the summer.</strong></td>
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<td>• <strong>Motivating team members to stay engaged for the duration of their roles.</strong></td>
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<td>• <strong>Modeling professionalism and leadership for your team.</strong></td>
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<td>• <strong>Building and maintaining a respectful environment.</strong></td>
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<th>Imagine UBC Logistical Planning and Delivery</th>
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<td>Senior Orientation Leaders will work alongside the Student Engagement team to help plan and implement Orientation &amp; Transition programs (includes Spring Welcome, Imagine Day Training, and Imagine Day).</td>
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<td>This includes:</td>
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<tr>
<td>• <strong>Assisting with the organization of Imagine UBC activities for new-to-UBC and transfer students.</strong></td>
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<td>• <strong>Maintaining proper communication throughout the planning process to ensure successful program delivery.</strong></td>
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Supporting Orientation Leaders during Imagine UBC, responding to questions, helping with activity implementation, and reacting quickly and appropriately if any issues arise.

Supporting the UBC Sauder Student Engagement Staff on Imagine UBC with volunteer management, event logistics, and troubleshooting.

Assisting in the evaluation of all orientation programs and articulating recommendations moving forward.

Time Commitment – Senior Orientation Leaders must:
- Attend weekly in-person meetings from January to March 2019
- Be available for regular online communication between May and September 2019
- 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, off-site)
- Assist with the facilitation of Orientation & Transition Leader hiring process (throughout February 2019)
- Attend Spring Welcome (March 23, 2019)
- Attend Summer Send-off (April 2019, date TBD)
- Attend Senior Orientation Leader training (end of August 2019, date TBD)
- Attend Imagine Day training: Monday September 2, 2019
- Attend Imagine UBC: Tuesday September 3, 2019
- Attend the Spark: Friday September 6 – Sunday September 8, 2019
- Maintain regular contact (via email, in person meetings, etc.) with UBC Staff.
- Maintain regular contact (via email, in person meetings, etc.) with your team of Orientation Leaders and facilitate the completion of online tasks during the summer.

Skills and Qualifications required:
- Current undergraduate student in the UBC Sauder BCom program in good academic standing. By applying to this position, you consent to academic checks to ensure maintained positive academic standing in the faculty.
- Recognizes the importance of their role as a positive role model and representative of UBC and the UBC Sauder School of Business.
- Demonstrated leadership skills.
- Excellent organizational, communication, and interpersonal 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.
- Ability and willingness to work independently and as part of a team with other students, volunteers, and staff.
- Knowledge of UBC and campus resources.
- 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.
- Previous volunteer/work experience on campus is an asset but is not required.
- Being flexible and adaptable to programming changes.
Skills and Experiences to be enhanced through your involvement as a Senior Orientation Leader:

- Facilitation skills (leading a group of 15-20 peers through activities and conversations, 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 (balancing multiple priorities, meeting deadlines, etc.)
- Active listening skills.
- Awareness of new-to-UBC student needs.
- Problem-solving and trouble-shooting experience.
- Experience working with diverse teams, including peers and staff.

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

https://ubc.ca1.qualtrics.com/jfe/form/SV_08SWyJduUz7DKK1

Applications close Sunday November 4th, 2018.