Science Senior Orientation Leader – UBC Orientations, Centre for Student Involvement and Careers

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 students.

This volunteer posting is for 18 Senior Orientation Leaders that fall into two categories:

- 14 Senior Orientation Leaders will be working directly with developing and supporting the programming for First-Year Science Students (majority of which are direct entry from high school).
- 4 Senior Orientation Leaders will be working directly with developing and supporting the programming for Transfer Science Students (transferring from another university or college, including UBC Okanagan, or from another Faculty/program within UBC Vancouver).

All 18 Science Senior Orientation Leaders, regardless of being designated as First-Year or Transfer, will work closely as a single, cohesive team to help build out and implement the Imagine UBC Orientation & Transition Experience for the Faculty of Science.

Note: Recruitment for other Orientations-related roles, including Orientation Leaders and Welcome Team, will begin in January 2019.

Primary Functions:

Senior Orientation Leaders in Science (both First-Year and Transfer) have three major functions:

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<th>Build and Support an Engaged Community of Orientation Leaders</th>
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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:

- 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 Experience to your 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.
- Motivating team members to stay engaged for the duration of their roles and to build a successful team!
• Maintaining contact with your team in Term 1 to support them as they continue to engage with their new-to-UBC students throughout the Transition Experience.

Imagine UBC Logistical Planning and Delivery

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

This encompasses:
• Providing leadership and active participation as a member of a larger community of student leaders across the UBC Vancouver campus.
• Assisting with the facilitation of Orientation Leader recruitment and hiring.
• Assisting with the organization of Imagine UBC activities for new-to-UBC and transfer students.
• Maintaining proper communication throughout the planning process to ensure successful program delivery.
• 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 Advisors for Science on Imagine UBC

Transition Experience Delivery

The Science Transition Experience is designed to support 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 communication and implementation of events and initiatives.
• Supporting the ongoing development of Orientation Leader Team (Mar 2019 – Dec 2019), which includes online and in-person check-ins with the Orientation Leaders, and connecting them with resources and ideas to aid in the support of new-to-UBC students.
• Collaborating with Faculty of Science Peer Programs (SCI Team and the Science Peer Academic Coaches) through the Transition Experience.
• Assisting in the evaluation of the program and articulating recommendations moving forward.
• Helping with the hiring and onboarding of next year’s Science Senior Orientation Leader team (including participating in the hiring process, creating transition documents, and taking on formal mentorship roles in 2020).

Time Commitment – Senior Orientation Leaders must:
• Maintain availability on Thursdays from 5 - 7pm for weekly Senior Orientation Leader meetings, including Senior Orientation Leader development, Science specific meetings, Orientation team meet-ups, etc. (January 2019 to January 2020).
• Attend and engage at the UBC Student Leadership Conference on Saturday, January 12, 2019 (all day).
• Attend and engage at a three-day leadership retreat from January 18 – 20, 2019 (all weekend).
• Facilitate Orientation Leader Recruitment Drive (throughout January/February 2019).
• Assist with the facilitation of the Orientation Leader hiring process (throughout February 2019 – roughly 10 hours).
• Attend and engage at Science Welcome orientation (March 22, 2019).
• Attend and engage at Spring Welcome orientation (March 23, 2019).
• Attend and engage at Imagine UBC training sessions (August 31 - September 2, please hold your availability on all three days for now, exact times will be communicated later on).
• Attend and engage on Imagine UBC: Tuesday, September 3, 2019.
• Maintain regular contact (via email, in person meetings, etc.) throughout your role with UBC Staff.
• Maintain regular contact (via email, in person meetings, etc.) throughout your role with your team of Orientation Leaders to provide updates from UBC Staff, facilitate the completion of online learning modules during the summer, and to support them during the Transition Experience.
• Regularly follow up with your Orientation team after Imagine UBC, and hold them accountable to engaging in mandatory Imagine UBC Science Transition Experience training sessions and events (dates and times will be outlined in their position descriptions).
  ○ Note: your attendance may be required at the Transition Experience events to lend support; the specific details will be communicated to you later on.
• Transfer Senior Orientation Leaders are required to be in the lower mainland during Summer (May – August) to attend in-person, scheduled meetings. These meetings will most likely take place once a month throughout May – July, and twice a month in August as we near Imagine Day (these will be weekday meetings, scheduled depending on individual availabilities).

Skills and Qualifications required:
• Current undergraduate student in the Faculty of Science.
• Recognizes the importance of their role as a positive role model and representative of UBC Science.
• 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 positive mind-set.
• 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.
• Ability and willingness to work independently and as part of a team with students, volunteers, and staff.
• Being flexible and adaptable to programming changes that may occur depending on needs of incoming new to UBC students.

Skills and Experiences to be enhanced 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, effective feedback, etc.)
• Time management and organization skills.
• Active listening skills and awareness of the needs of students transitioning into university.
• Problem-solving and trouble-shooting experience.
• Experience working with diverse teams, including peers, staff, and faculty.
• Experience facilitating a hiring process.
• Experience with event planning and implementation, and project management.
To apply, please 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.