Welcome Team 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 Welcome Team Senior Orientation Leader provides logistical support to Orientations programs in addition to leading a team of 60-80 volunteers, providing professional development opportunities, a social community, and mentorship to the team.

This volunteer posting is for 2 Senior Orientation Leaders.

Note: Recruitment for other Orientation & Transition Leader roles, including Orientation Leaders and Welcome Team will begin in January 2018.

Primary Functions

Welcome Team Senior Orientation Leaders have two major functions:

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<th>Build and Support an Engaged Community of Student Leaders</th>
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The Welcome Team Senior Orientation Leaders will oversee a team of 60-80 volunteers who will work on the Imagine UBC program.

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 program to your team via email or other social media.**
- **Create a social community to increase volunteer engagement over the summer.**
- **Motivating team members to stay engaged for the duration of their roles and to build a successful team!**

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<th>Imagine UBC Logistical Planning and Delivery</th>
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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.
• 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 Welcome Team 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.

Time Commitment – Welcome Team Senior Orientation Leaders must:

• Attend monthly meetings throughout the academic year and, if in the lower mainland – summer months leading up to Imagine UBC and after Imagine UBC (usually once a month, 1.5-2 hrs, December 2017 to December 2018).
• Attend the UBC Student Leadership Conference on Saturday, January 13, 2018 (all day).
• Attend a three day leadership retreat from January 19 – 21 2018 (all weekend).
• Facilitate Orientation & Transition Leader Recruitment Drive (throughout January/February 2018).
• Assist with the facilitation of Orientation & Transition Leader hiring process (throughout February 2018 – roughly 10 hours).
• Attend Spring Welcome orientation (date TBD) (for all Orientations & Transition Leaders).
• Attend training sessions for role in early September 2018 (likely September 1-3).
• Attend Imagine UBC: Tuesday, September 4, 2018.
• September 5 & 6: Welcome Team leaders will also hold shifts at various wayfinding booths around campus on these days, in order to support UBC students as they navigate their way around UBC.
  • The Welcome Team Senior Orientation Leaders will be responsible for supporting this wayfinding process, with more specific responsibilities to be determined at a later date.
• 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
• Recognizes the importance of their role as a positive role model and representative of UBC.
• 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.
• 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 Welcome Team Senior Orientation Leader:
• Facilitation skills (leading a group of 60-80 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.
• 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.

Application Procedure:

Applicants must provide a resume and one-page cover letter detailing why they want to be a Welcome Team Senior Orientation Leader and what experiences they will bring to the role.

Application Deadline: **Tuesday, October 31st, 2017 at 11:59pm**.

Applicants will be notified if they have been short-listed for an interview. Interviews will take place in November 2017.