Position Description

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 they have joined. Imagine UBC helps students begin to find a community at UBC, feel supported from their first day on campus and through 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 Orientation Leader position plays a crucial role in the delivery of UBC Orientations, through communicating with a cohort of new-to-UBC students in the month of August, by providing direct peer support to this group on Imagine UBC (Tuesday, September 4th, 2018) and maintaining a minimum of one point of contact each week with each student within the group throughout their first term as they transition into university life at UBC.

This volunteer posting is for 30 Kinesiology Orientation Leaders.

Primary Functions

As an Orientation Leader, you should expect to:

- Contribute to an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Build and support an engaged community of new-to-UBC students
- Facilitate the delivery of Imagine UBC
- Engage in personal and professional development
- Role model outstanding student leadership on campus
  - Understanding the larger picture of Orientations and Transition at the University and assisting in the implementation of that vision
  - Providing informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed
  - Actively contributing to the overall growth and development of the Orientation Leader team
Time Commitment

- Participate in an interview process during February 2018 (date TBD)
  - Group interviews will be held in the latter-half of February.
- Attend mandatory Spring Welcome Event (Saturday, March 24th, 2018)
  - Spring Welcome includes meeting your Senior Orientation Leader and your 12-person Orientation Leader team, as well as participating in workshops on personal values and identity, active bystanding, and addressing discrimination through your role as a leader.
  - Returning Leaders will participate in a different stream of programming than new Leaders.
- Actively participate in monthly online development activities throughout the summer
  - These online check-in’s are designed to help you get to know your co-Leaders better, and to provide updates about Orientation programming throughout the summer. They can be completed from anywhere in the world, and take no more than one hour per month.
- Participate in one additional team building training session, date to be determined
- Attend mandatory Imagine Day training session (Monday, September 3, 2018)
  - Orientation Leader Training is a full day of preparation for Imagine UBC, including team building activities and logistical details
- Lead your group of students on Imagine UBC Day for Kinesiology on Tuesday, September 4, 2018
  - This is a Campus-wide Orientation for all new students. Imagine UBC welcomes students to UBC and the School of Kinesiology and prepares students for their first few weeks at university.
  - Incoming transfer students will participate in a different stream of programming than incoming first-year students.
- Assist with the design and delivery of one Kinesiology Transition Program event to be delivered between September 2018 and December 2018
- Attend all Kinesiology Transition Program events and encourage your student group to attend
- Maintain direct bi-weekly communication with each student in your orientation group throughout winter term 1 and direct them to helpful and timely resources
  - If other academic commitments (co-op, internship, etc.) interfere with attending any of these events, please let your Senior Orientation Leader know as early as possible.
Benefits of Participating

- Involvement in the University community
- Building respectful and inclusive communities
- Develop group facilitation, effective communication, community development, and team building skills
- Building connections with university staff and peers, and give back to UBC community

Responsibilities

**Build and support an engaged community of new-to-UBC students by:**

- Leading an Orientation group of approximately 10 students
- Creating and animating communities of friendship and belonging for all new-to-UBC students
- Building peer relationships within your individual group, as well as amongst fellow Orientation Leaders
- Embracing your role as a UBC ambassador for student leadership and representative of the Program
- Communicating important updates from your Senior Orientation Leader to your group via email or other social media

**Facilitate the delivery of Imagine UBC by:**

- Assisting with the organization and delivery of Imagine UBC activities for new-to-UBC students
- Maintaining proper communication throughout the planning process to ensure successful program delivery
- Providing feedback for overall program delivery and articulating recommendations moving forward

**Engage in personal and professional skill development by:**

- Developing competencies in areas including communication, teamwork, social and community organization, analysis and problem solving, initiative and motivation, willingness to learn, and adaptability

**Role model outstanding student leadership on campus by:**

- Upholding UBC’s [Respectful Environment Statement](#) as a responsible member of the UBC community
- Embracing the role as an ambassador for student leadership and representative of the Faculty, School or Program
- Understanding the role that an Orientation Leader plays within a larger scope of leadership on the UBC Vancouver campus
- Actively participating as a member of a larger community of leadership across the UBC Vancouver campus
Desired Experience and Skills

- Must be a student in good academic standing within the School of Kinesiology and enrolled as a UBC student until December 2018
- Exceptional leadership skills
- Excellent organizational, communication, and interpersonal skills
- Excellent time management and conflict resolution skills
- 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 students, volunteers, and staff
- Willing to engage in ongoing professional and personal development opportunities
- Knowledge of UBC and prior volunteer/work experience on campus
- Knowledge of and/or sensitivity to issues affecting students and their transition to Canada or to UBC