



## IMAGINE UBC ORIENTATION LEADER – Land and Food Systems

### 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, and by providing direct peer support to this group on Imagine UBC (September 4<sup>th</sup>, 2018) and throughout the school year as they transition into university life.

This volunteer posting is for 40 Orientation Leaders (approximately 34 first-year students Leaders and 6 transfer student 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 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** (February, exact date TBD)
  - Group interviews will be held in the latter-half of February.
- Attend mandatory **Spring Welcome Event** (March 24, 2018)
  - Spring Welcome includes meeting your Senior Orientation Leader and your Orientation Leader team, as well as participating in workshops on personal values and identity, active by-standing, 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 **online check-in activities** throughout the summer (once per month in June, July, August)
  - These online check-ins 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.
- Attend mandatory **Orientation Leader Training** (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 at **Imagine UBC** (September 4, 2018)
  - Campus-wide Orientation for all new students. Imagine UBC welcomes students to UBC and the Faculty of Land and Food Systems, 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.
- With your team of Orientation Leaders, **organize and run one initiative** to connect new students to the faculty values and community (September-November)



## 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 at Imagine UBC
- Building peer relationships within your individual group, as well as amongst fellow Orientation Leaders
- Communicating important updates from your Senior Orientation Leader to your group via email or other social media

*Facilitate delivery of Imagine UBC and the LFS Transition Program by:*

- Actively participating in Imagine UBC and the Transition Program, and encouraging your group of new students to do the same
- 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 and enrolled as a 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 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 volunteer/work experience on campus
- Knowledge of and/or sensitivity to issues affecting students and their transition to Canada or to UBC