IMAGINE UBC ORIENTATION LEADER – FACULTY OF SCIENCE

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 4th, 2018) and throughout the school year as they transition into university life.

This volunteer posting is for 200 Science 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 delivery of Imagine UBC.
- Assist with the delivery of the new-to-UBC Science transition program by:
  - Engaging in bi-weekly meet-ups & check-ins with the new-to-UBC students in the group you’re working with until December 2018.
  - Maintaining bi-weekly contact (via email, in person meetings, etc.) with your Senior Orientation Leader until December 2018.
  - Providing updates to the Science Orientation & Transition team regarding connections with New-to-UBC students and other information as required.
• 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 the new-to-UBC students in the group you’re working with to support their transition, as needed.
  • Actively contributing to the overall growth and development of the Orientation Leader team.

We are also looking for Transfer Orientation & Transition Leaders

We are looking for senior Science Students who are interested in working with a diverse and dynamic population of Transfer students. Previous experience as a Science transfer student is an asset, but not required.

In addition to the Imagine UBC Orientation Leader requirements and time commitments below, leaders working with transfer students will:
• Complete online development activities in May and June.
• Begin communication with transfer students in May or July.
• Be flexible in participating in a variety of ways during August in order to support transfer students.

Time Commitment

Please note that all dates and time commitments listed below are mandatory requirements for this role. Before applying, please ensure you are available for all the dates and times mentioned.

<table>
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<tr>
<th>Commitment</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Participate in the interview process</td>
<td>Feb 19 – 27, depending on your availability</td>
</tr>
<tr>
<td>Attend and engage in mandatory Science Welcome training</td>
<td>Friday March 23rd, 2018 from 5:00 – 8:00PM</td>
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<tr>
<td>Attend and engage in mandatory Spring Welcome event</td>
<td>Saturday March 24th, 2018, all day</td>
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<tr>
<td>Actively participate in monthly online development activities throughout the summer</td>
<td>Monthly deadlines, May through August</td>
</tr>
<tr>
<td>Attend and engage in mandatory Imagine UBC training</td>
<td>Monday September 3rd, 2018, all day</td>
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Attend and help facilitate the delivery of **Imagine UBC**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date/Time</th>
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<tr>
<td>Attend and help facilitate the delivery of <strong>Imagine UBC</strong></td>
<td>Tuesday September 4th, 2018, all day</td>
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<tr>
<td>Actively contribute to and attend a team social following <strong>Imagine UBC</strong></td>
<td>Within the first 7 days of school, exact date and time to be scheduled with your team</td>
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<tr>
<td>Attend and engage in a mandatory transition program training with the Science Orientation &amp; Transition Team</td>
<td>Thursday, September 20th, 2018 from 5:30 – 7:30PM</td>
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<tr>
<td>Attend and engage in a mandatory team training session with your Senior Orientation Leader</td>
<td>Thursday, September 27th, 2018 from 5:30 – 7:00PM</td>
</tr>
<tr>
<td>Attend and engage in a mandatory team training session with your Senior Orientation Leader</td>
<td>Thursday, November 22nd, 2018 from 5:30 – 7:00PM</td>
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**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 and facilitating ongoing check-ins with the students in your group after Imagine UBC
- 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 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 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