**UBC Sauder Senior Orientation Leader for Imagine UBC & The Spark**

Imagine UBC and The Spark serve as new students’ formal welcome to the University and the UBC Sauder School of Business, an invocation to the learning community that is built on equity and mutual respect. Orientations programs help 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 Spark is coordinated by a student executive team within the faculty, with guidance from the UBC Sauder Undergraduate Office.

The Senior Orientation Leader position plays an important role in the recruitment, development and oversight of student leaders involved in Imagine UBC and The Spark. The Senior Orientation Leader provides indirect peer support to a cohort of first year students.

In 2017, the UBC Sauder School of Business is piloting Spark Chats, a new extended first-year programming model designed to continue our support beyond the first week of the term. The intention is to incorporate Spark Chats more fully into existing Orientation programming in 2018. As such, we are looking for Senior Orientation Leaders who want to be part of building and refining a new program, and who are ready to demonstrate flexibility and adaptability as we work together on this new approach to Orientations within the faculty. The biggest change currently intended for Orientations 2018 is that the Senior Orientation Leader position will continue beyond Imagine Day, and provide support to The Spark weekend, and Spark Chats over the course of the year.

This volunteer posting is for 12 Senior Orientation Leaders. We are looking for 10 Senior Orientation Leaders for first-year student groups, and 2 Senior Orientation Leaders for transfer student groups.

Note: Recruitment for Orientation Leader roles will begin in January 2018.

**Primary Functions**

Senior Orientation Leaders in UBC Sauder have two major functions:

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<th>1. Build and Support an Engaged Community of Orientation Leaders</th>
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Within each Faculty/School, Orientation Leaders are placed into teams of approximately 10 Leaders. These teams are led by the Senior Orientation Leader.

This encompasses:

- Assisting with the facilitation of Orientation Leader recruitment and hiring.
- 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 training requirements and Orientation events to your OL team via email or other social media.
- Providing support to the development of the student leaders in your team through facilitating check-in’s over the course of the summer.
- Motivating team members to stay engaged for the duration of their roles and to build a successful team.
2. Logistical Planning and Program Delivery

All 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.
- Maintaining proper communication throughout the planning process to ensure successful program delivery.
- Assisting with the organization of Imagine UBC activities for new-to-UBC and transfer students.
- Act as Event Managers at Spark Chats, ensuring that Orientation Leaders and new-to-UBC students have the opportunity to re-connect over the course of the year.
- Support Orientation Leaders and new-to-UBC students during orientation events, responding to questions, helping with activity implementation, and reacting quickly and appropriately if any issues arise.
- Support the Staff Advisors for UBC Sauder at Imagine UBC, The Spark, and Spark Chats.
- Assisting in the evaluation of all orientation programs and articulating recommendations moving forward.

Time Commitment – Senior Orientation Leaders must:

- Attend weekly meetings January to April 2018, and monthly meetings September to December 2018. Meetings will be held Thursdays from 5pm-6pm; it is up to you to ensure your course schedule allows for this meeting time.
- 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, off-site).
- Assist with the facilitation of Orientation Leader Recruitment & Hiring through January/February 2018.
- Attend Spring Welcome (date TBD in March/April).
- Attend and facilitate logistics & leadership training September 1-3, 2018.
- Attend Spark Chats (dates TBD, roughly once/month in the 18W session).
- Maintain regular contact (via email, in person meetings, etc.) during the summer with UBC Staff, your Senior Orientation Leader team, and The Spark Exec.
- Maintain regular contact (via email, in person meetings, etc.) with your team of Orientation Leaders and facilitate the completion of online check-in’s during the summer.

Skills and Qualifications required:

- Current undergraduate student in the UBC Sauder School of Business in good academic standing. By applying to this position, you consent to academic checks to ensure maintained positive academic standing in the faculty.
- Recognizes the importance of their role as a positive role model and representative of UBC and the UBC Sauder School of Business.
- 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 and/or sensitivity to issues affecting students and their transition to Canada or to UBC.
• Previous volunteer/work experience on campus is an asset but is not required.
• Previous experience with UBC Orientations 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 Senior Orientation Leader:
• Facilitation skills (leading a group of 10-15 peers, leading online learning and reflection, assisting with facilitation of events, workshops, training sessions, etc.).
• Written and oral communication skills (email correspondence, public speaking, etc).
• Time management and organization skills (balancing multiple priorities, meeting deadlines, etc.)
• 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.

To apply, submit your application online including a resume and cover letter (saved as one PDF document).

https://survey.ubc.ca/s/SauderSrOL2018/ 

Applications close Tuesday, October 31, 2017.