Imagine UBC’s Orientation and 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 Senior Orientation Leader provides both direct and indirect peer support to a cohort of new-to-UBC Science students.

This volunteer posting is for 24 Senior Orientation Leaders that fall into two categories:

• 21 Senior Orientation Leaders will be working directly with developing and supporting the programming for First-Year Science Students (majority of which are direct entry from high school).
• 3 Senior Orientation Leaders will be working directly with developing and supporting the programming for Transfer Science Students (transferring from another university or college, including UBC Okanagan, or from another Faculty/program within UBC Vancouver).

All 24 Science Senior Orientation Leaders, regardless of being designated as First-Year or Transfer, will work closely as a single, cohesive team to help build out and implement the Imagine UBC Orientation & Transition Program for the Faculty of Science.

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

**Primary Functions:**

Senior Orientation Leaders (both First-Year and Transfer) in the Faculty of Science have three major functions:

1. **Build and Support an Engaged Community of Orientation Leaders**

Within each Faculty/School, participating student leaders are placed into groups of approximately 10 people. These teams are led by the Senior Orientation Leader.

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 the team you’re working with via email or other social media.**
• **Providing support to the development of the student leaders in your team through their summer skill development online training program.**
• **Motivating and inspiring Orientation Leaders to stay engaged for the duration of their roles.**
• Maintaining contact with the team you’re working with in Term 1 to support them as they continue to engage with their new-to-UBC students throughout their transition experience (also known as the Transition Program).

2. Imagine UBC Logistical Planning and Delivery

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 Orientation 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.

3. Transition Program Delivery

The Science Transition Program is designed to support new-to-UBC students throughout their first term.

This encompasses:
• Understanding the larger picture of Orientation and Transition at the University and assisting in the implementation of that vision.
• Assisting with the implementation of events and initiatives.
• Supporting and facilitating the ongoing development and training of your Orientation & Transition Leader Team (Mar 2018 – Dec 2018).
• Assisting in the evaluation of the program and articulating recommendations moving forward.
• Ongoing online and in-person check-ins with the Orientation & Transition Leaders, connecting them with resources and ideas for the support of new-to-UBC students.
• Collaborating with Faculty of Science Peer Programs (SCI Team and the Science Peer Academic Coaches) through the transition program.

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<tr>
<th>Time Commitment – Senior Orientation Leaders must:</th>
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<tbody>
<tr>
<td>• Maintain availability on Thursdays from 5 - 7pm for Orientation &amp; Transition meetings, including Senior Orientation Leader development, Science specific meetings, Team meet-ups, etc. (January 2018 to March 2019)</td>
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<td>• Attend the UBC Student Leadership Conference on Saturday, January 13, 2018 (all day).</td>
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<td>• Attend a three day leadership retreat from January 19 – 21, 2018 (all weekend).</td>
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<td>• Facilitate Orientation &amp; Transition Leader Recruitment (throughout January/February 2018).</td>
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<tr>
<td>• Assist with the facilitation of Orientation &amp; Transition Leader hiring process (throughout February 2018 – roughly 10 hours).</td>
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<tr>
<td>• Attend Spring Welcome orientation for all Orientation Leaders on Saturday, March 24, 2018 (all day).</td>
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• Attend Imagine UBC training sessions over the Labor Day weekend (September 1 - 3, 2018, maintain availability for the entire day for all three days).
• Attend Imagine UBC (Tuesday, September 4, 2018, all day).
• 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 the team of Orientation & Transition Leaders you’re working with and facilitate the completion of online learning modules during the summer.
• Provide updates from UBC staff to the team of Orientation & Transition Leaders you’re working with.
• Follow up with the team you’re working with regularly after Imagine UBC, and hold them accountable to attending and engaging in the mandatory Orientation & Transition Leader training dates (outlined in their position description).
• **Transfer Senior Orientation Leaders** are required to be in the lower mainland during Summer (May – August) to attend in-person, scheduled meetings. These meetings will most likely take place once a month throughout May – July, and twice a month in August as we near Imagine Day (these will be weekday meetings, scheduled depending on individual availabilities).

Skills and Qualifications required:

• Current undergraduate student in good standing in the Faculty of Science.
• Recognizes the importance of their role as a positive role model and representative of UBC and the Faculty of Science.
• 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 is an asset but is not required.
• Knowledge and/or sensitivity to issues affecting students and their transition to Canada or to UBC is an asset but is not required.
• Previous experience with UBC Orientations as a Leader is an asset but is not required.
• Ability and willingness to work independently and as part of a team with students, volunteers, and staff.
• 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 different events and training 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 transitioning into university.
• Problem-solving and trouble-shooting experience.
• Experience working with diverse teams, including peers, staff, and faculty.