IMAGINE UBC WELCOME TEAM LEADER

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 Welcome Team Leader position plays a crucial role in the delivery of UBC Orientations, through supporting with the logistical elements of Imagine UBC (September 4th, 2018), including day-of setup, lunch delivery, and other tasks as needed. In addition, Welcome Team Leaders provide wayfinding and general support to students during the first week of classes by volunteering at various ‘Welcome Booths’ around campus, ensuring a smoother transition for new-to-UBC students.

This volunteer posting is for undergraduate students from all Faculties and Schools!

Primary Functions
As a Welcome Team Leader, you should expect to:

- Contribute to an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Support with the building of 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 who may have questions on Imagine UBC and at ‘Welcome Booths’ during the first week of classes
• Actively contributing to the overall growth and development of Welcome Team

**Time Commitment**

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<tr>
<th>Commitment</th>
<th>Date &amp; Time</th>
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<tr>
<td>Participate in interview process</td>
<td>February 19-27 (depending on availability)</td>
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<tr>
<td>Attend and participate in mandatory Spring Welcome Event</td>
<td>Saturday, March 24&lt;sup&gt;th&lt;/sup&gt;, 2018 (all day)</td>
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<td>Actively participate in monthly online development activities throughout the summer</td>
<td>May-August</td>
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<td>Attend and engage in mandatory training session</td>
<td>Monday, September 3&lt;sup&gt;rd&lt;/sup&gt;, 2018 (all day)</td>
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<tr>
<td>Attend and help facilitate Imagine UBC</td>
<td>Tuesday, September 4&lt;sup&gt;th&lt;/sup&gt;, 2018 (all day)</td>
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<td>Volunteer at ‘Welcome Booth’ on campus – supporting students with wayfinding, and answering questions as needed</td>
<td>Wednesday, September 5&lt;sup&gt;th&lt;/sup&gt;, 2018 and Thursday, September 6&lt;sup&gt;th&lt;/sup&gt;, 2018 (<em>minimum 1-hour time commitment</em>)</td>
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**Benefits of Participating**

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

**Responsibilities**

*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](https://www.ubc.ca/ ops/equity/diversity/respectfulenvironment/) 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 a Welcome Team 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