Jump Start Orientation Leader

Program Description

Jump Start is a transformative, transitional academic program designed to meet the needs of first-year students coming to UBC from high school.

Jump Start is an essential part of the First Year Experience at UBC. It provides participating students with an intensive one-week academic preparation for university life. Jump Start offers a combination of lectures, classes, workshops, residence/commuter experiences, and social, cultural and wellness activities led by outstanding faculty, staff, and student leaders.

Organizational Relationship

Jump Start is a collaborative effort between seven faculties/schools (Arts, Applied Sciences, UBC Sauder School of Business, School of Kinesiology, Land and Food Systems, Forestry and Science), Vantage College, International Student Development, the International Student Initiative, and the Centre for Student Involvement and Careers.

Orientation Leaders are supervised by First Year Experience Staff/Student Coordinators and Senior Orientation Leaders.

Primary functions

- Fully participate in the one-week Orientation Leader Training program in mid-August.
- Liaise with Jump Start Faculty Members (Faculty Fellows) to support the implementation of active and engaging learning environments.
- Execute aspects of evening co-curricular/social programming.
- Live in residence for all Orientation Leader training and program dates.
- Perform duty responsibilities, respond to emergency situations, learn and follow residence life protocols, respond to safety and security issues, etc.
- Provide Jump Start students with informed and timely referrals to campus resources to support their transition, as needed.
- Communicate promptly with the Jump Start team throughout the summer to ensure successful program delivery.
- Facilitate ongoing check-ins with the students in your Learning Community.
- Act as a UBC ambassadors for student leadership and as a representative of the UBC Jump Start Program in a positive and professional manner.
- Communicate program information and updates to members of your Learning Community in an effective and timely manner.
The specific time commitment required for the role of a Jump Start Orientation Leader is as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Hours/week</th>
<th>Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM on March 24, 2018</td>
<td>8 hours/day</td>
<td></td>
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<tr>
<td>Spring Welcome</td>
<td></td>
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<tr>
<td>9:00 AM on August 20, 2018 - August 24, 2018</td>
<td>Full Time</td>
<td>Live in on-campus residence August 20, 2018 to August 24, 2018 required</td>
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<tr>
<td>Orientation Leader Training</td>
<td></td>
<td>*Room and meal stipend included</td>
</tr>
<tr>
<td>August 25, 2018 to August 31, 2018</td>
<td>Full Time</td>
<td>Live in on-campus residence August 25, 2018 to August 31, 2018 required</td>
</tr>
<tr>
<td>Jump Start Program</td>
<td></td>
<td>Room and meal stipend included</td>
</tr>
<tr>
<td>September 1, 2018 to September 3, 2018</td>
<td>As scheduled (max. 10 hours)</td>
<td>Move out evening of August 31, 2018</td>
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<tr>
<td>Imagine Day Training</td>
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<tr>
<td>September 4, 2018</td>
<td>Full day commitment</td>
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<tr>
<td>Imagine Day</td>
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Skills and Qualifications

- Must be a UBC student in good academic standing and enrolled as a student until December 2018
- Demonstrates 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 a 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 and/or sensitivity to issues affecting students and their transition to UBC
- Able to commit to and follow through with all required dates and expectations
- Knowledge of UBC services and resources that are offered to first year UBC students
- Knowledge and/or sensitivity to issues affecting students and facilitating their UBC in a respectful manner
- Jump Start specific experience is not required
Terms of Employment & Compensation

This is a fulltime position from August 20 - September 4, 2018, with evening and weekend work required. Commitment to live in on-campus residence required during training and during the program.

Required to fulfill Orientation Leader role on Imagine UBC, September 4th (full-day commitment).

UBC Jump Start Orientation Leaders will receive $1000.00 (CAD) in addition to residence accommodations and meal stipend. This amount will be paid in bi-weekly installments throughout your appointment.

Application Process

**Note: the following students are ineligible to apply for an Orientation Leader position:**
- Students planning on taking a co-op placement in September 2018

Please answer the following questions:

1. In this role, you will be supporting incoming students in their transition to university. Tell us about a time during your UBC experience when you’ve struggled or have felt stuck. What did you do and what did you learn about yourself in the process? How can you apply this experience as an Orientation Leader? (MAX 300 Words)

2. As an Orientation Leader, you will be working with students from different backgrounds, knowledge and experiences. Describe a time when you have been part of a community. How would you foster community for a diverse group of new to UBC students? (MAX 300 Words)

3. In addition to the skills discussed in the previous questions, identify another skill (from the position description) which would be critical to the success of a Jump Start Orientation Leader. How have you demonstrated this skill in a past experience and how would you apply that to your role as a Jump Start Orientation Leader? (MAX 300 Words)

The answers to the above questions and basic demographic information can be uploaded the following link: https://survey.ubc.ca/s/jsol2018/

Applications will be accepted until 11:59 PM PST on Sunday January 7th, 2018.