Jump Start Senior 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 experience, 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.

The Senior Orientation Leaders are supervised by First Year Experience Staff Coordinators.

Jump Start Senior Orientation Leaders work as part of the First Year Experience team and are responsible for promoting, delivering and evaluating a comprehensive orientation and transition program for first-year students coming to UBC from high school. Additionally, Senior Orientation Leaders provide significant mentoring and support to Jump Start Orientation Leaders.

Primary Functions

Student Leader Support

- Provides direct one-on-one and group coaching to a team of 8 to 12 Jump Start Orientation Leaders and supports their interaction and connection to their respective Learning Communities
- Provides referrals to Jump Start Orientation Leaders and Jump Start participants on where to get information, resources, or advising specific to their concerns
- Works closely with Jump Start Orientation Leader Team to facilitate their event implementations for Jump Start participants, focusing on various aspects of learning, intercultural engagement, wellness, and community engagement
- Provides support for the development of Jump Start Orientation Leader Team during summer training
- Role models behaviors conducive to academic success and the creation of a respectful environment whenever on residence/campus
Program and Event Implementation

- Follows Jump Start emergency protocols and responds to emergency situations as appropriate
- Assists in event implementation and promotion that will encourage a culture of intellect within the program
- Assists with and implement the coordinated plan for participant arrivals, move-in, and opening and closing events
- Supports the First Year Experience Team in the preparation of workshop materials and facilitations of said workshops
- Supports the implementation of Imagine UBC Orientation
- Builds peer relationships and works closely with fellow Jump Start Senior Orientation Leaders, Imagine Senior Orientation Leaders, First Year Experience Coordinators, First Year Experience Student Coordinators, and the larger team to provide an intentional and supportive team environment

ONE-WEEK IMMERSION PROGRAM RESPONSIBILITIES (LIVE-IN POSITION)

- Executes all aspects of co-curricular/social workshops and academic/co-curricular/social evening activities in order to facilitate Jump Start participants’ transitions to UBC
- Facilitates group or one-on-one meetings with Jump Start Orientation Leaders to discuss daily occurrences or situations that arise
- Communicates directly and consistently with the First Year Experience Coordinators on issues and concerns related to students’ academic and social participation and integration
- Ensures Jump Start Orientation Leaders have the resources and support required for effective community building and providing safety in residence
- Supports Jump Start Orientation Leaders in the implementation of all programs and events
- Live in residence for all Orientation Leader training and program dates
- Performs on-call duty night responsibilities and responds to all emergency situations
Time commitment

The specific time commitment required for the role of a Jump Start Senior Orientation Leader is as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Hours/week</th>
<th>Special Requirements</th>
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</thead>
<tbody>
<tr>
<td>8:00 AM on March 24, 2018</td>
<td></td>
<td>Spring Welcome</td>
</tr>
<tr>
<td>August 15 – 17, 2018</td>
<td>8 hours/day</td>
<td>Senior Orientation Leader Training</td>
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<tr>
<td>8:00 AM on August 20, 2018 – August 24, 2018</td>
<td>Full Time</td>
<td>Orientation Leader Training</td>
</tr>
<tr>
<td>August 25, 2018 to August 31, 2018</td>
<td></td>
<td>Jump Start Program</td>
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<tr>
<td>September 1, 2018 to September 3, 2018</td>
<td>Max 10 hours</td>
<td>Imagine UBC Training</td>
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<tr>
<td>September 4, 2018</td>
<td>All day</td>
<td>Imagine UBC</td>
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Skills and Qualifications

- Must be a student in good academic standing and enrolled as a student until December 2018.
- Current UBC undergraduate student
- Demonstrated leadership skills
- Ability to coordinate large groups
- Interest in working inter-culturally with a diverse student population
- Excellent communication and active listening skills
- Excellent organizational, time management and conflict resolution skills
- Ability to respond professionally
- Strong computer skills: Microsoft Office suite (proficiency in Excel an asset)
- Ability and willingness to work both independently and as part of a team
- Knowledge and/or sensitivity to issues affecting students and facilitating their transition to UBC in a respectful manner
- Knowledge of UBC services and resources that are offered to international students
- Previous experience with leadership at UBC is strongly preferred
- UBC’s Building Communities through Understanding and Building Communities through Action trainings an asset
- First Aid, CPR and/or emergency response training/certification an asset.
- Jump Start specific experience is not required
Terms of Employment & Compensation

The full time position will commence on August 15, 2018 and end September 4, 2018, with evening and weekend work required. Commitment to live in on-campus residence required between August 20th and August 31st.

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

UBC Jump Start Orientation Leaders will receive $1500.00 (CAD) in addition to residence accommodations and a 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 a Senior Orientation Leader position:

- Students currently in their first year at UBC
- Student planning on taking a co-op placement in September 2018
- Students planning on taking summer term 2 classes

1. Please submit a resume and cover letter through the following link: https://survey.ubc.ca/s/jssrol2018/
   a) In your cover letter, please explain why you want to be a Senior Orientation Leader and what skills and qualifications you bring to the position.

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