UBC Collegia Advisor Job Description 2019-2020

Position Summary

UBC Collegia is a “home away from home”, where first year commuter students can connect to a community. Students are placed into a particular Collegium, where they can use the space to socialize, study, eat, relax between classes and engage in programming. Over the year, a first year commuter student will get to know fellow Collegium members and form friendships. UBC Collegia provides a physical environment, which only comes to life through the involvement of the UBC Collegia Advisors. The UBC Collegia Advisors act as a vital peer network through the education of members in the different resources available to first year UBC students as well as the sharing of their own experiences. The Collegia Advisor acts as a UBC ambassador through role modeling and active engagement, which in turn drives the success of UBC Collegia. As part of the suite of First Year Experience programming, UBC Collegia is seeking undergraduate students to help support first year commuting students as they transition to UBC from high school both academically and socially. Collegia Advisors will greet members, answer questions, liaise with faculty and serve as space stewards, while educating students through both passive and social programs.

At the beginning of the year Collegia Advisors will also take an active role in the Jump Start – Collegia program. 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/collegium experiences, social, cultural, and wellness activities led by outstanding faculty, staff, and student leaders. Students who plan to commute to campus during the academic year will participate in Jump Start – Collegia which is 5 days and runs primarily during the daytime hours. Collegia Advisors play a role both in supporting students in their academic transition, and also in creating the Collegia community in collaboration with Collegia Orientation Leaders.

Description of Duties

The duties and responsibilities of a Collegia Advisor can be divided up in three ways:

1. Welcome first year commuter students to UBC during the five-day Jump Start – Collegia program. Collegia Advisors will be expected to:

   a) Liaise with Jump Start faculty members (Faculty Fellows) to support the implementation of active and engaging learning environments
   b) Execute aspects of co-curricular and social programming
   c) Provide Jump Start students with informed and timely referrals to campus resources to support their transition, as needed
   d) Communicate promptly with staff throughout the summer to receive role updates
   e) Facilitate ongoing check-ins with the students in their Learning Community during Jump Start – Collegia
2. Build and maintain a community space where Collegium members feel included and supported, and also allows for growth and challenge. Collegia Advisors will be expected to:

a) Work in the Collegium to greet members, answer questions, direct visitors, and offer general information
b) Know all members by name and build relationships with as many members as possible by actively engaging with them while on shift
c) Engage members in discussion to determine programming needs
d) Propose, implement, and evaluate two active programs per semester for Collegium members using themes of community & transition, academic engagement, health and wellness, and career development
e) Develop and implement one educational passive program each semester
f) Implement one yearlong program that highlights on-campus resources
g) Support and facilitate connections between members to build community within the Collegium
h) Maintain, contribute to and moderate the UBC Collegium Facebook group, as well as contributing to UBC Collegia's online social media presence
i) Uphold community agreement standards within the space and address any disruptive, disrespectful and/or inappropriate behaviour
j) Establish a rapport with and support the Prof-in-Collegia faculty member
k) Be knowledgeable about campus and community resources (including those that support academic success, social, safety, health and others), and able to coach or refer members as appropriate
l) Be a role model in the community by observing community standards and university rules and regulations
m) Engage in ongoing professional development and reflection throughout the year, under the direction of UBC Collegia staff
n) Attend weekly staff meetings, one on ones and other meetings as required
o) Maintain communication with team members through regular updates and complete verbal and written reports in a timely manner
p) Give tours of the Collegium to visitors and groups
q) As directed, reach out to members who may not be engaging with their Collegium throughout the academic year
r) Perform other duties as assigned

3. Throughout the academic year, maintain the Collegium as a physical space that is comfortable, welcoming, and safe. Collegia Advisors will be expected to:

a) Perform general space upkeep during each shift to maintain a clean and tidy environment
b) Perform opening and/or closing duties
c) Respond to inquiries or requests via phone, email, and in-person in a professional manner
d) Staff the front desk and ensure all members sign in each time they use the Collegium
e) Monitor supplies and equipment inventory
f) Regularly communicate with members, colleagues, and supervisors
g) Manage bookings calendar for resources and equipment available within the space
UBC Collegia

h) Keep accurate records of how members are using the Collegium
i) Promptly report any facilities concerns
j) Help staff gather data regarding usage of the Collegium by performing hourly headcounts of members in the space
k) Perform other administrative duties as assigned

Supervision Received

This position works directly with four people:

1) Program Manager, Collegia & First Year Initiatives - Centre for Student Involvement & Careers (supervisor)
2) Student Engagement Advisor - Centre for Student Involvement & Careers (supervisor)
3) First Year Experience Coordinator - Centre for Student Involvement & Careers (supervisor)
4) UBC Senior Collegia Advisor (team lead)

All supervisors and team leads work together with the UBC Collegia Advisor to work on professional and career development while relating those learned skills to the work that the student will do in UBC Collegia. The employee adheres to the policies, procedures, and expectations set in the Collegium and will consult their team leads in any decision-making that may occur outside of their responsibilities. The Collegia Advisor participates in weekly meetings run by the Senior Collegia Advisor, which focus on logistics and programming. Throughout the year, Collegia Advisors will have bi-weekly one-on-ones with their Senior Collegia Advisor that focus on professional development in the context of their role in UBC Collegia.

Level of Complexity

Over the year, the Collegia Advisor will get to know fellow Collegium members and form friendships. UBC Collegia provides a warm, physical space, but that space becomes real and valuable to members due to the Collegia Advisors. The UBC Collegia Advisor acts as a vital peer network, able to share their own experiences as well as educate members in all the different resources available to first year students at UBC. The Collegia Advisor acts as a UBC ambassador through role modeling and active engagement, which in turn drives the success of UBC Collegia. This peer-peer model is the main complexity of the role as a Collegia Advisor has to be trained in active listening, asset-based approaches to working with first year students, and community building skills, in order to develop meaningful relationships with the members. During the year, Collegia Advisors will refine their communication, logistical, conflict resolution, and interpersonal skills, allowing them to coach first year students throughout the year.

Connection to the Goals of the Centre for Student Involvement and Careers (CSI&C)

This position offers an excellent student leadership opportunity which aligns with the focus of the CSI&C. The CSI&C looks at how experiential learning can provide the vehicle for student involvement and career connections to happen. Through a yearlong immersive experience a UBC Collegia Advisor will learn a myriad of skills that are essential to the workplace. This includes developing communication, team building, program development, and community building skills. Having a common goal of developing a collective community will provide the overall framework and larger motivations of why UBC Collegia is important to the campus and the CSI&C.
Skills required:

- Knowledge of UBC programs, initiatives, and involvement opportunities on campus and ability to refer accordingly
- Excellent verbal and written communication skills
- Interest and experience in programming for students and understanding of the commuter student experience
- Demonstrated skills and interest in community building
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set
- Strong interpersonal skills and ability to motivate and inspire others
- Excellent computer skills (word processing, e-mail, spreadsheets, writing for the web)
- Demonstrated initiative, leadership and organizational skills
- Creativity, enthusiasm and commitment
- Intercultural sensitivity
- Work with diverse populations and building inclusive communities
- Problem solving and critical thinking skills
- Event planning
- Ability and willingness to work independently and as part of a team with students and staff

Education level

Eligible candidates must be enrolled at UBC-Vancouver for studies in the 2019-2020 academic year and meet the requirements for Work Learn. A Collegia Advisor has to be enrolled at the undergraduate level. A Collegia Advisor must be enrolled at the undergraduate level with a minimum 65% cumulative GPA.

Student Learning Components

UBC Collegia’s approach allows a Collegia Advisor to take ownership and be active in their development. The program will strive to provide learning opportunities for the student staff to develop skills, knowledge, and experiences which they can apply to both personal and professional environments. UBC Collegia encourages practical application of skills learned in the program.

Training and Orientation

All staff receive the following training:

A) UBC Collegia Advisor Orientation: A five day immersive and extensive leadership training involving a multitude of workshop and learning experiences that focus on a wide-breadth of situations and scenarios that are essential when working in a community of students. Topics of workshops include:

- Engaging with peers
- Community building education
- Active listening and peer helping
- Emergency response including sexual misconduct disclosure response training
- Team building
- Program planning
- Facility tour and collegium orientation
- Establishing protocol and responsibilities of their work while on shift
• Demonstration of the opening and closing duties
• Communication methods for managing information
• Work Learn specific duties, such as payroll forms
• Mental Health Literacy
• Role-playing and practice opportunities to apply learning
• Personal development planning & goal setting

B) Jump Start Orientation 2019 & Imagine UBC training which includes:
• Training on logistics for Jump Start and Imagine UBC
• Training on academic leadership
• Training on student leadership

C) Ongoing Professional Development:
• Collegia Advisors receive ongoing professional development, often facilitated by campus partner experts. Previous examples of professional development include:
  o Peer Wellness workshop
  o Irving K Barber Learning Commons workshop
  o UBC Food Services on Healthy Eating workshop
  o QPR Training (Suicide Prevention Training)
  o Career education workshops (Strength Finders)
• Annual UBC Student Leadership Conference

Feedback, Ongoing Support, and Reflection

A student will be supported through:
• Weekly meetings with their Senior Collegia Advisor and First Year Experience Coordinator. Throughout the semester the Senior Collegia Advisor will follow up with each Collegia Advisor bi-weekly on aspects pertaining to program feedback, ongoing support, and professional development
• One one-on-one feedback and reflection meeting with the First Year Experience Coordinator and a one-on-one meeting with their Senior Collegia Advisor for a total of two meetings each term
• Strengths-Based coaching: All advisors will take the Gallup Strengths Finder assessment and undergo a Strengths Finder debrief workshop each semester where they will receive a one-on-one Strengths Finder coaching session
• Using Strength Finders to set objectives on what they would like to achieve for themselves and the program.
• A check in from their First Year Experience Coordinator each term focusing on academic progress, professional development, and performance in the role

Mentorship Opportunities and Network Expansion

The student will have opportunities to:
• Work with different campus partners to enhance the member experience through programming, space set up and training (for instance Student Housing & Hospitality Services, faculty members through Jump Start Faculty Fellows and Professors-in-Collegia, the Centre for Student Involvement & Careers, and Wellness Peers) and have increased contact with professional staff and other students in different academic programs
UBC Collegia

- Connect with the Senior Collegia Advisor, First Year Experience Coordinator, and the Student Engagement Advisor. These three will provide mentoring in their team leadership capacities. This might include encouraging and referring the Collegia Advisor to different leadership roles on campus for the following year.

Workplace Skills, and Personal and Professional Development

The student will pursue:
- Learning about professionalism by being responsible to a set of duties, showing up for shifts and meetings, and being counted on to communicate with the other staff
- Developing teamwork skills by learning to understand how people work differently and how someone shows up in a group setting
- Challenging their own preconceived notions on a variety of topics, which through reflection, may lead to a different perspective or an increased understanding
- Developing communication skills through interactions with members, staff and supervisors
- Learning responsibility, critical thinking, time management, and decision-making through programming
- Observing how meetings and team development require planning and careful consideration
- Adaptability and comfort in making quick decisions when faced with the myriad of possible challenges that may be presented by situations with Collegium members
- Articulating in a clear manner what their strengths are and learn more about their own blind spots
- What it means to model and lead by example, while reflecting how that may or may not impact interactions with others

Complement to Classroom Learning

The student will connect:
- Team-building activities and strategies into potential group work
- How classmates depend on communication in order to see a project through
- Accessing the support and services that are presented to Collegium members for oneself
- A Strengths-based approach in how one learns and interacts in the classroom
- An improved ability to communicate, either through written and/or verbal form
- An improved understanding of meeting deadlines and juggling responsibilities
- How goal-setting and reflection may be useful in the classroom

Compensation and Time Commitments 2019-2020

From Monday, August 19th to September 3rd, all UBC Collegia Advisors are expected to attend mandatory training and participate in Jump Start & Imagine UBC. During this period, UBC Collegia Advisors are compensated a salary of $1450-1600.

The UBC Collegia Advisors are compensated $5000-5500 for their term of appointment between September 4, 2019 - April 30, 2020. Salary is based on max. 300 hours for the term of appointment, approximately ten hours per week between September and August.

4% vacation pay is included in this gross salary amount specified above.
Position Commitments:

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time Commitment</th>
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<tbody>
<tr>
<td>Spring Welcome</td>
<td>Saturday March 23rd, 2019</td>
<td>As scheduled, 8 hours maximum</td>
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<tr>
<td>First Team Meeting</td>
<td>Wednesday March 27th, 2019</td>
<td>6:00pm-8:00pm</td>
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<tr>
<td>Collegia Advisor Training</td>
<td>Monday August 19th - Friday August 23rd, 2019</td>
<td>Full Time: up to 40 hours as scheduled, typically between 9:00am-6:00pm, with occasional later evenings. Live-in on-campus residence required from Aug 19th-23rd. Room and all meals provided.</td>
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<tr>
<td>Jump Start Orientation 2019</td>
<td>Monday, August 26th - Friday August 30th, 2019</td>
<td>Full Time: up to 40 hours as scheduled, typically between 9:00am-6:00pm, with occasional later evenings. No on or off campus residence provided. Lunch will be provided.</td>
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<tr>
<td>Imagine UBC Training</td>
<td>Monday September 2nd, 2019</td>
<td>As scheduled, 8 hours max</td>
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<tr>
<td>Imagine UBC</td>
<td>Tuesday, September 3rd, 2019</td>
<td>Full time 8:00am-Late evening</td>
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<tr>
<td>Weekly Meetings*</td>
<td>Every Wednesday starting in September 2019</td>
<td>4:00pm-5:30pm</td>
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*Please note that these training sessions and meeting times are mandatory. Successful candidates will be asked to not schedule any classes, other meetings or commitments during this time.

Please have the following questions prepared for your application:

1. Why are you interested in the Collegia Advisor role? What do you hope to learn and contribute in your role as a Collegia Advisor and why is this important to you? (MAX 150 Words)

2. Briefly describe a time that something unexpected happened mid-way through an important project (e.g. classroom, workplace, artistic endeavor, etc.). Please ensure to touch on the situation, what your action was, and the result of the situation. What did you learn? (MAX 150 Words)

3. As a Collegia Advisor, you will be working with new-to-UBC students from diverse backgrounds, with diverse knowledge and experiences. How would you foster community with a group of new-to-UBC students? (MAX 150 Words)

Questions? Email collegia.program@ubc.ca

Apply here. Applications open November 20th and close on January 14th