UBC Senior Collegia Advisor Job Description 2019-2020

UBC Vancouver - Centre for Student Involvement and Careers
Number of Openings
6

Program Summary:
The 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, and relax between classes and activities.

Position Description:
UBC Senior Collegia Advisors work with a team of seven UBC Collegia Advisors, helping to provide mentorship and leadership throughout the year. Together, the Senior Collegia Advisors and the Collegia Advisors support first year commuter students as they transition to UBC from high school. This is done both academically and socially with a strong emphasis on programming and informal interactions.

Senior Collegia Advisors will also take an active role during the Jump Start - Collegia program. The Jump Start - Collegia program is a five day orientation and runs primarily during the daytime hours. Senior Collegia Advisors will support and guide a group of Collegia Advisors and Collegia Orientation Leaders who are tasked to oversee a Learning Community comprised of roughly 35 faculty-specific students. Senior Collegia Advisors will help ensure the first year Collegia students transition to UBC academically but also develop a strong community within their specific Collegium.

Desired Skills and Experience:
• Experience in programs, initiatives, and involvement opportunities on campus
• Interest and experience in programming for commuter students
• Demonstrated initiative, leadership and organizational skills
• Previous work with diverse populations and experience building inclusive communities
• Problem solving, creativity and critical thinking skills
• Ability and willingness to work independently and as part of a team with students and staff

Description of Duties

A Senior Collegia Advisor's duties and responsibilities can be divided up in four ways:

1. Maintain the physical space. This includes ensuring the Collegium environment is warm, comforting and safe. A Senior Collegia Advisor will be expected to:
   a) Perform general space upkeep during each shift to maintain a clean and tidy environment
   b) Perform opening and 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
   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

2. Build and maintain a community space where Collegium members feel included and supported, and also allows for growth and challenge. A Senior Collegia Advisor will be expected to:

   a) Work in the Collegium to greet students, answer questions, direct visitors, and offer general information. Give tours of the Collegium to visitors and groups
   b) Propose, implement and evaluate two large scale programs each semester using the themes of community & transition, academic engagement, health & wellness, and career development
   c) Support and facilitate connections between members, while ensuring the community standards are adhered to by all
   d) Uphold community agreement standards within the space and address any disruptive, disrespectful and/or inappropriate behaviour
   e) Be a role model in the community by observing community standards and university rules and regulations
   f) Establish a rapport with and support the Prof-in-Collegia faculty members and Collegia Advisors
   g) 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
   h) Engage in ongoing professional development and reflection throughout the year, under the direction of UBC Collegia staff
   i) As directed, reach out to members who may not be engaging with their Collegium throughout the academic year
   j) Act as a support by attending Collegia Advisors’ programs, and take initiative of team socials and team-building activities
   k) Perform general space upkeep during each shift to maintain a clean and tidy environment, and perform opening and/or closing duties
   l) Respond to inquiries or requests via phone, email, and in-person in a professional manner
   m) Staff the front desk and ensure all members sign in each time they use the Collegium
   n) Monitor supplies and equipment inventory
   o) Manage bookings calendar for resources and equipment available within the space
   p) Promptly report any facilities concerns
   q) Help staff gather data regarding usage of the Collegium by performing hourly headcounts of members in the space, and/or other data collection and record keeping
   r) Perform other duties as assigned

3. Support the team of UBC Collegia Advisors and their First Year Experience Coordinator. A Senior Collegia Advisor is expected to:

   a) Attend and lead weekly staff meetings, one on ones, and other meetings as appropriate
   b) Provide administrative support in maintaining membership lists, locker assignments, Collegia Facebook group as well as other social media outlets
   c) Maintain communication with team members through regular updates and complete verbal and written reports in a timely manner
   d) Coordinate scheduling shifts, meeting times and oversee program schedules
   e) Approve program toolkits and coach UBC Collegia Advisors on program development and implementation
   f) Report to supervisors regarding UBC Collegia Advisor’s job performance
   g) Oversee a Collegium specific email
   h) Other administrative duties as assigned

4. In addition to the duties described above, Senior Collegia Advisors will be responsible for supporting the team of UBC Collegia Advisors and Collegia Orientation Leaders during the five day Jump Start – Collegia program, including:
a) Facilitate sessions and lead reflection activities
b) Provide logistical support to programmatic components
c) Support their UBC Collegia Advisors, Collegia Orientation Leaders, and Jump Start – Collegia students
d) Other duties as assigned

Supervision Received

This position is supervised by three people:

1) Program Manager, Collegia & First Year Initiatives from the Centre for Student Involvement & Careers
2) Student Engagement Advisor from the Centre for Student Involvement & Careers
3) First Year Experience Coordinator from the Centre for Student Involvement & Careers

The supervisors work together with the Senior Collegia Advisor to work on professional and career development throughout the year. Every week the Senior Collegia Advisor runs weekly Collegia Advisor meetings, focusing on logistics, programming, and member updates. On a weekly rotating schedule, Senior Collegia Advisors will have a meeting either with their First Year Experience Coordinator or with the greater Senior Advisor Team and First Year Experience Coordinator Team.

Skills Required:

- Experience leading a team of peers
- Knowledge of UBC programs, initiatives, 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
- Demonstrated initiative, leadership, and organizational skills
- Work with diverse populations and experience building inclusive communities
- Problem solving and critical thinking skills
- Demonstrated experience planning needs-based events and community building activities
- 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. A UBC Senior Collegia Advisor must be enrolled at the undergraduate level with a minimum 65% cumulative GPA.

Preferred Experiences

The Centre for Student Involvement & Careers looks for a diverse mix of students that represent different Faculties. The elements that a student would need to be a good fit in UBC Collegia would be adaptability, flexibility, passion for learning, passion for student development, and former commuting experience to campus. We look to build a team that represents a varying level of involvement both on campus and off campus.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual
orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

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 assault and misconduct disclosure response training
- Team building
- Program planning
- Facility tour and collegium orientation, including opening and closing duties
- Establishing protocol and responsibilities of their work while on shift
- Communication methods for managing information
- Role-playing and practice opportunities to apply learning
- Personal development planning and goal setting
- Mental health literacy

D) Senior Collegia Advisor Training (August 14-16):

- Coaching and Managing a Team
- Administration Responsibilities
- Collegium Orientation

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:
  - Peer Wellness workshop
  - Irving K Barber Learning Commons workshop
  - UBC Food Services on Healthy Eating workshop
  - QPR Training (Suicide Prevention Training)
  - Career education workshops (Strength Finders)
- Annual UBC Student Leadership Conference attendance
Position Commitments:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Welcome</td>
<td>Saturday March 23rd, 2019</td>
<td>As scheduled, 8 hours maximum</td>
</tr>
<tr>
<td>First Team Meeting</td>
<td>Wednesday, March 27th, 2019</td>
<td>6:00pm-8:00pm</td>
</tr>
<tr>
<td>Senior Collegia Advisor Training</td>
<td>Wednesday, August 14th, 2019 - Friday August 16th, 2019</td>
<td>Will be full time from 9:00am-5:00pm. No on or off-campus residence provided. Lunch will be provided.</td>
</tr>
<tr>
<td>Collegia Advisor Training</td>
<td>Monday, August 19th, 2019 - 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>
</tr>
<tr>
<td>Jump Start Orientation 2019</td>
<td>Monday, August 26th, 2019 - 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>
</tr>
<tr>
<td>Imagine UBC Training</td>
<td>Monday September 2nd, 2019</td>
<td>As scheduled, 8 hours max.</td>
</tr>
<tr>
<td>Imagine UBC</td>
<td>Tuesday, September 3rd, 2019</td>
<td>Full time 8:00am - Late evening.</td>
</tr>
<tr>
<td>Weekly Meetings*</td>
<td>Every Wednesday starting in September 2019</td>
<td>4:00pm-5:30pm</td>
</tr>
</tbody>
</table>

*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.

**Compensation and Time Commitments 2019-2020**

From Wednesday, August 14th to September 3rd, all UBC Senior Collegia Advisors are expected to attend mandatory training and participate in Jump Start & Imagine UBC. During this period, UBC Senior Collegia Advisors are compensated a salary of $1800-1950.

The UBC Collegia Advisors are compensated $6000-6500 for their term of appointment between September 4, 2019 - April 30, 2020. Salary is based on approximately 15 hours per week for the term of appointment, between September and August.

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

Questions? Email collegia.program@ubc.ca

[Apply here](#). Applications open November 20th and close on January 6th