First Year Experience Student Coordinator 2019

About The Centre for Student Involvement and Careers
The Centre for Student Involvement & Careers is a hub that facilitates and enhances student learning through career building enriched educational experiences. Through orientation and peer mentoring, the Centre supports new students to become successful university learners, prepared to achieve their, academic, personal and career goals. It is a central point for all graduate and undergraduate students and employers on the UBC Vancouver campus to meet, connect, network and build relationships and to research and explore career options. The Centre connects students to workplace learning, mentoring, volunteer and leadership opportunities; and offers career and employment-related services to students, academic departments, employers, and alumni.

As a First Year Experience Student Coordinator, you will collaborate with programs and Faculties across UBC to deliver meaningful, coordinated and innovative events to encourage student engagement and improve the student experience. The primary programs include Jump Start and Imagine UBC.

For more information about Jump Start, visit: https://students.ubc.ca/new-to-ubc/orientations/jump-start
For more information about Imagine UBC, visit: http://students.ubc.ca/campus/orientations/imagine

You will receive supervision and direction from one of the First Year Experience Coordinators, and will work very closely with other members of the Centre for Student Involvement & Careers team.

Under direct supervision, responsibilities of the First Year Experience Student Coordinator include:

Position Responsibilities
• Assist in the development, promotion and delivery of multiple events of varying scope and size with a focus on Jump Start and/or Imagine UBC
• Assist in the development and implementation project management methodologies and techniques for creating event timelines and workflow
• Assist with the hiring, training and orientation of student volunteers for various events and programs
• Build relationships and maintain regular, professional communication with stakeholders across the UBC community and with external partners
• Represent the Centre for Student Involvement and Careers in communications and interactions with a broad range of individuals including staff, faculty, alumni, community members, and other students
• Work collectively with the other members of the Centre for Student Involvement and Careers team on the goals, leadership and success of programs
• Providing support and recognition to senior orientation leaders, orientation leaders and volunteers while maintaining regular communication with them throughout the summer and during the program.
• Photocopying and compiling documents; ordering supplies and materials for programs
• Managing the administrative email inbox and corresponding with partners and stakeholders in a professional and timely manner

Salary
Based on qualifications, previous skills and experience, the salary range for full time work is between $9,000 - $11,500.
Work Schedule
Positions run from April 29th, 2019 to September 13th, 2019. Positions are full-time (35 - 40 hours/week) from April 29th, 2019 to August 30th, 2019, and part-time (10 hours/week) from September 2nd, 2019 to September 13th, 2019.

Position requires evening and weekend work. Successful candidates must be available for the full weekend of August 24th-26th, 2019 and August 31st-September 2nd, 2019, and must be available to work extensive hours during the month of August 2019.

Position will also require a full day of work on September 3rd, 2019 for Imagine UBC. For Jump Start positions, there will be a mandatory live in residence component in late August. (Exact dates and times to be confirmed)

Skills and Qualifications
The successful applicants will be current UBC students, with a minimum of one academic year at UBC, and will have:

- Strong desire to support and positively contribute to the design and delivery of a high quality UBC Orientations experience for all stakeholders and participants
- Ability to take initiative, manage multiple priorities, juggle complex tasks, and meet deadlines under pressure
- Ability to maintain accuracy and high attention to detail
- Excellent verbal and written communication skills
- Demonstrated initiative and leadership skills
- Strong interpersonal skills
- Ability and willingness to work both independently and as part of a collaborative team to ensure the best outcome for new to UBC students
- Strong computer skills (web, word processing, e-mail, database, spreadsheet).
- Event planning and implementation experience
- Strong academic background
- Creativity, enthusiasm and commitment
- Ability to liaise with multiple stakeholders and project partners and work under pressure
- Requires flexibility to work long hours with the expectation of regular evening and weekend work at key points in the program cycle

Benefits
- Individual coaching on how to effectively communicate skills and experiences gained from this role towards future career goals
- Gain in-depth event planning and logistics experience
- Gain valuable leadership and teamwork skills in organizing and implementing workshops and events
- Develop an extensive knowledge of UBC resources and programs and build connections with campus partners and faculty
- Develop group and one-on-one facilitation skills
- Enhance intercultural communication skills
- Develop an understanding of different learning theories and how to apply these theories to different context
Portfolios

Event/Student Leader Management Portfolio
This Portfolio is a detail-oriented member of the team who works on several of the large-scale events for the Imagine UBC and Jump Start programs. Members of this portfolio will:

1. Ideate program component processes and improvements that align with program goals
2. Plan and implement the logistical components of large scale events
3. Coordinate the detailed tracking of event/program needs in a clear and cohesive manner
4. Assist in the communication and coordination with cross campus stakeholders
5. Plan and implement the training and management of volunteers
6. Create and execute day-of event management plans

Residence Life Portfolio
In addition to tasks described in the Event/Student Leader Management Portfolio above, this portfolio focuses on aspects of the residence life experience during the Jump Start program and will assist with training and overseeing of orientation leaders. This includes facilitating nightly sign-in, responding to situations by executing residence life protocols on safety and security, and coordinating with Student Housing and Hospitality Services. Experience with UBC Residence Life is preferred.

Data Management Portfolio
This portfolio’s primary responsibility is that management of data for both Jump Start and Imagine UBC. This includes, but is not limited to:

1. Creating systems to manage large amounts of student data
2. Creating effective processes to coordinate the creation of online schedules with multiple stakeholders
3. Troubleshooting registration concerns for Jump Start participants
4. Coordinating the communication strategy for Jump Start and Imagine UBC
5. Ideating and implementing techniques to assess the Jump Start and Imagine UBC programs

Students would be suitable for the position if they are interested in increasing their knowledge in:

1. Microsoft Excel and Access
2. Process/systems management
3. Data analysis and visualization

Application Process
1. Please submit a resume and cover letter here.
   a In your cover letter, please ensure you speak to minimum 1 or maximum 2 of your preferred portfolios
   b Ensure you combine your resume and cover letter into 1 pdf document
2. Note all applicants must be in good academic standing and by applying you are consenting to an academic record check.
Applications will be accepted until 11:59 PM PST on Wednesday October 31st, 2018