Jump Start Collegia Orientation Leader & Orientation Logistics 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/Collegia experiences, and 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 the Collegia stream of Jump Start. The Jump Start Collegia stream is 5 days and runs primarily during the daytime hours. Orientation Leaders play a role both in supporting students in their academic transition, but also to the development of the Collegia community in collaboration with UBC Collegia. This is different from the Residence stream of Jump Start. As such, Collegia Orientation Leaders and Collegia Orientation Logistics Leaders do not live in Residence throughout the Jump Start program. More information about the Jump Start Collegia program can be found here.

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 Collegia Advisors. Collegia Orientation Leaders work closely in collaboration with Collegia Advisors to support first year commuter students during the Jump Start program.

Orientation Leader Specific Functions Primary Functions

- Fully participate in the one-week live-in 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 co-curricular/social programming
- 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 their Learning Community during the program
Centre for Student Involvement & Careers

- Communicate program information and updates to members of their Learning Community in an effective and timely manner
- Act as a UBC ambassador for student leadership and as a representative of the UBC Jump Start Program in a positive and professional manner

Orientation Logistics Leader Specific Functions

- Fully participate in the one-week live in Orientation Leader Training program in mid-August
- Communicate promptly with the Jump Start team throughout the summer to ensure successful program delivery
- Responsible for the day to day operational functions of the collegium spaces
- Execute logistical support to staff throughout the program, such as: space and equipment set up & take down, supply management, wayfinding support etc.
- Troubleshoot logistical problems with little to no supervision during large scale events in multiple areas
- Act as a UBC ambassadors for student leadership and as a representative of the UBC Jump Start Program in a positive and professional manner
- Fill in as required for Jump Start Collegia Orientation Leaders.
- All additional functions listed above for Orientation Leaders.

Time Commitment
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>Time Commitment</th>
<th>Details</th>
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<tbody>
<tr>
<td>8:00 AM on March 23, 2019</td>
<td>8 hours max</td>
<td>Spring Welcome: Community Building Training</td>
</tr>
<tr>
<td>9:00 AM on August 19, 2019 - 6:00 PM August 23, 2019</td>
<td>Full Time: 8am – Late Evening</td>
<td>Orientation Leader Training</td>
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<td></td>
<td></td>
<td>On-campus residence provided and required to live-in</td>
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<tr>
<td></td>
<td></td>
<td>Room and all meals provided except breakfast on August 19</td>
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<tr>
<td></td>
<td></td>
<td>Move in Aug 19th at 9am, Move out Aug 23rd 6 PM</td>
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<tr>
<td>August 26, 2019 to August 30, 2019</td>
<td>Full Time up to 40 hours</td>
<td>Jump Start Collegia Program</td>
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<tr>
<td></td>
<td>As Scheduled, typically between 9am - 6pm, with occasional later evenings</td>
<td>No on or off-campus residence provided</td>
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<td></td>
<td></td>
<td>Lunch provided</td>
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<tr>
<td>September 2, 2019</td>
<td>As scheduled (max. 8 hours)</td>
<td>Imagine Day Training</td>
</tr>
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<td></td>
<td></td>
<td>More information will be given in late August.</td>
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<tr>
<td>September 3, 2019</td>
<td>Full day commitment</td>
<td>Imagine Day</td>
</tr>
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<td>More information will be given in late August.</td>
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Skills and Qualifications

- Must be a UBC undergraduate student with a minimum cumulative average (over the course of 2017W and 2018W) of 65% and enrolled as a student until December 2019.
- 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
- Ability to empathize with students from diverse backgrounds
- Jump Start specific experience is not required

Terms of Employment & Compensation

This is a fulltime position from August 19 - September 3, 2019, with evening work required. Commitment to live in on-campus residence required during training from August 19 - 23. On or off-campus residence will not be provided from Aug 24th – Sep 3rd, 2019.

Required to fulfill Orientation Leader role on Imagine UBC, September 3rd (full-day commitment).

UBC Jump Start Commuter Orientation Leaders and Jump Start Commuter Orientations Logistics Leaders will receive a salary between $1050-1250 (CAD) less tax in addition to residence and food during training and lunch during the Jump Start program. 4% vacation pay is included in this gross salary amount. This amount will be paid in bi-weekly installments throughout your appointment.

Application Process

**Note: the following students are ineligible to apply for a Jump Start Orientation Leader position:

- Students planning on taking a co-op placement in September 2019
- Students entering 2nd year Mechanical Engineering in September 2019
- Students intending to switch faculties between September 2018 and September 2019
- Students with a cumulative average (over the course of 2017W and 2018W) below 65%
The following questions will be required for your application:

1. Why are you interested in the Orientation Leader role? What do you hope to learn and contribute in your role as an Orientation Leader 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 an Orientation Leader, 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)

The answers to the above questions and basic demographic information can be uploaded to the following link: https://ubc.ca1.qualtrics.com/jfe/form/SV_0j4TloIkcehvN3

Applications will be accepted until 11:59 PM PST on Friday, December 21st, 2018.