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 directly 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.

Students who live in residence participate in the Residence stream of Jump Start. The residence portion of Jump Start is 7 days and includes weekend, daytime and evening programming. Orientation Leaders play a role both in supporting students in their academic transition, but also to the development of Residence community in collaboration with Residence Life. As a primary support for Residence Orientation Leaders, Senior Orientation Leaders will live in Residence for the duration of the program.

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 and work closely with First Year Experience Student 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 coaching and support to Jump Start Orientation Leaders.

Primary Functions

Student Leader Support

- Provides direct one-on-one and group coaching to a team of 10 to 14 Jump Start Orientation Leaders and supports their interaction and connection to their respective groups of first year students.
- 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
• 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

Program and Event Implementation
• Follows Jump Start emergency protocols and responds to emergency situations as appropriate
• Assists with and implement the coordinated plan for program events and assists in promotion of said events
• Supports the logistical implementation of Imagine UBC
• 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)
• Supports the implementation of co-curricular/social workshops and academic/co-curricular/social evening activities in order to facilitate Jump Start participants’ transitions to UBC
• Troubleshoot logistical problems with little to no supervision during large scale events in multiple areas
• 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 and First Year Experience Student 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
• Supports Jump Start Orientation Leaders in the implementation of all programs and events
• Live in residence for all Orientation Leader training and program dates
• Supports the student experience in residence by providing support with student concerns and 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>Time Commitment</th>
<th>Details</th>
</tr>
</thead>
<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>August 14 - 16, 2019</td>
<td>8 hours/day</td>
<td>No on or off-campus residence provided</td>
</tr>
<tr>
<td>Senior Orientation Leader</td>
<td></td>
<td>Lunch will be provided</td>
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<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM on August 19, 2019 -</td>
<td>Full Time up to 40 hours</td>
<td>Orientation Leader Training</td>
</tr>
<tr>
<td>August 23, 2019</td>
<td>As Scheduled, typically between 9am - 6pm, with</td>
<td>Live in on-campus residence August 19, 2019 at 8am to August</td>
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<tr>
<td></td>
<td>occasional later evenings</td>
<td>23, 2019 required</td>
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<tr>
<td></td>
<td></td>
<td>Room and meal stipend included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Move in Aug 19 at 8am</td>
</tr>
<tr>
<td>August 24, 2019 to August 30,</td>
<td>Full Time: 8am - Late Evening</td>
<td>Jump Start Program</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>Live in on-campus residence August 24, 2019 to August 30, 2019 required</td>
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<tr>
<td></td>
<td></td>
<td>Room and meal stipend included</td>
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<tr>
<td></td>
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<td>Move out evening of August 30, 2019</td>
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<tr>
<td>September 3, 2019</td>
<td>All day: 7am - Early Evening</td>
<td>Imagine UBC</td>
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<td>More information will be given in late August.</td>
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</table>

Skills and Qualifications

- Must be a UBC student with a minimum cumulative average (over the course of 2017W and 2018W) of 65% and enrolled as a student until December 2019.
- 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 Community Building Education or Community Building Through Practice 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 14, 2019 and end September 3, 2019, with evening and weekend work required. Commitment to live in on-campus residence required between August 19 and August 30.

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

UBC Jump Start Orientation Leaders will receive a salary between $1500-1600 (CAD) in addition to residence accommodations and a meal stipend. 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 Senior Orientation Leader position:
• Students currently in their first year at UBC
• Students entering 2nd year Mechanical Engineering in September 2019
• Student planning on taking a co-op placement in September 2019
• Students planning on taking summer term 2 classes
• Students with a cumulative average (over the course of 2017W and 2018W) below 65%

1. Please submit a resume and cover letter through the following link: https://ubc.ca1.qualtrics.com/jfe/form/SV_80MgHsnkdQCBka1

   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 Friday, December 21st, 2018.