



# LFS ACE (Academic & Career Engagement) Team position description

## Role overview

The LFS Academic and Career Engagement Team (ACE Team) focuses on delivering programming related to academic success and career development that allows participants to gain and apply relevant skills, be exposed to campus and Faculty-specific resources, and engage with their peers. Further, members of LFS ACE Team gain specific skills in the areas of project management and student development, increase their knowledge of student resources and outlets, and expand their friendships and professional relationships across the Peer Programs Network and the broader community of student leadership on campus.

## Organizational Relationship

The ACE Team is a group of twelve LFS students representing all three programs (Applied Biology, Global Resource Systems, and Food, Nutrition, & Health) who are invested in creating a sense of community and support in the areas of academics and career-related development opportunities for their peers. The primary way that LFS ACE Team does this is through a variety of events hosted throughout the year and the development of complimentary passive resources primarily targeted at students in second-year and above within the Faculty.

LFS ACE Team is a student-driven team that is advised by the LFS Student Engagement Officer and is part of the Student Services Office in the Faculty of Land and Food Systems.

## Primary Functions

### **Assist in the coordination and facilitation of program events**

- Develop and implement events throughout the academic year in the areas of academic support and career skill development (two events of each focus area).
- Apply a needs-based approach to event and program development and brainstorm exciting event ideas that have important and purposeful outcomes.
- Research and develop passive resources accessible to all LFS students through interactive displays in both the MacMillan and the FNH buildings as well as online content, as related to the key focus areas.
- Support, enhance and develop the academic experiences of peers and contribute to a sense of community within the Faculty of Land & Food Systems.



- Align programming to reflect and support LFS Core Series curriculum and academic advising support timelines.

**Engage in personal and professional skill development**

- Develop an understanding of your personal leadership style when working both individually and in a team to effectively organize and carry out programs and events.
- Gain practical skills that can be used in both an academic and career environment such as professional communication, giving and receiving feedback, meeting planning and facilitation, needs-driven event and program planning, and teamwork.
- Help to plan and facilitate the recruitment, interview, and selection process for incoming ACE Team members in January and February 2020, gaining a new perspective on interview practices and expectations.

**Provide excellent service to students and partners**

- Provide targeted educational events that support exploration and preparation strategies for academic and career success.
- Develop resources that highlight and refer students to a variety of services and campus partners related to academic and career development, as well as other reliable support content.
- Coordinate event schedule and diversity of programs to complement those offered by colleagues such as the LFS Undergraduate Society, Student Services, LFS Orientation Leaders, the Centre for Student Involvement and Careers, and other Peer Programs

**Model outstanding student leadership on campus**

- Act as an ambassador for student leadership at UBC and as a representative of the Faculty of Land & Food Systems and the ACE Team.
- Understand the role that an ACE Team member and active participant in the Peer Programs Network plays within the community of leadership on the UBC-Vancouver campus.
- Contribute to and model behavior reflective of an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Uphold UBC's Respectful Environment Statement as a responsible member and ambassador of the UBC community.

**Other responsibilities**

- Coordinate and attend self-scheduled meetings related to your selected events and committees.
- Attend and help facilitate all ACE Team events throughout the year (most events will be held at the same time as weekly meetings, and meetings are replaced by event preparation and delivery on corresponding weeks).
- Meet individually with the Student Engagement Officer at the end of each term to set goals and review performance to date.
- Represent the ACE Team and the Faculty of Land & Food Systems with professionalism fitting for a student leader and role model.



## Time commitments

*Please note that the training sessions and meeting times outlined below are mandatory and if you are a successful applicant, you will be asked to clear your schedule of classes or other commitments during this time.*

- Successful candidates will commit to a minimum of 12 months from March 2019 through March 2020
- Planning work begins over the summer term, and some evening and weekend work will be required throughout the position

## Important Dates

- Cross over meeting (Tuesday, March 19<sup>th</sup>, 2019 – 6:15-7:00pm)
- Spring Welcome (Saturday, March 23<sup>rd</sup>, 2019 – full day)
- Peer Programs Launch and Learn (Sunday, September 1<sup>st</sup>, 2019 – full day)
- 2020 Student Leadership Conference (Saturday, January 11<sup>th</sup>, 2020 – full day)

## Regular Meetings

- Tuesdays 5:00-6:30pm (September – November and January – March)

## Weekly Commitment

- ACE Team members commit approximately 4-5 hours per week during the academic year for regular team meetings (above), project meetings, events and resource development

## Desired skills and experience

- You are an undergraduate student studying within the Faculty of Land & Food Systems in good academic standing (cumulative average of 65% or greater)
- You are willing and excited to learn and open to the ideas of others
- You are able to capitalize on your existing skillset and knowledge while also being willing to adapt when necessary
- You have a demonstrated ability to take initiative and work independently
- You are a passionate member of the Faculty and UBC community.
- You are prepared to commit fully to your role on the ACE Team; time management skills are an asset



## Benefits of participating in this role

### **Develop professional skills**

- Enhance leadership skills in the areas of communication, team-building, personal and professional growth, networking, and thoughtful inclusion of others.
- Gain experience in identifying, organizing and facilitating educational events that effectively meet the needs and interests of a target audience.
- Gain experience in hiring and recruitment best practices.
- Sponsored registration for the 2020 Student Leadership Conference.

### **Increased opportunity for partnerships with programs and peers across campus**

- Participate in and contribute to a strong and dynamic culture of student leadership on campus.
- ACE Team members are part of a larger community within the Faculty and seek opportunities to work closely with the LFS Undergraduate Society and other student groups, LFS Student Services, the Centre for Student Involvement and Careers, Alumni UBC, faculty members, and other Peer Programs in order to better serve their peers and expand their professional network.
- Contribute to and learn from a broader Peer Programs Network, which engages both within and beyond the UBC campus community in support of and in service to others