UBC Collegia

UBC Collegia Advisor – First Year Communities

Job Description 2020-2021

Job Summary
UBC Collegia is a “home away from home”, where first year commuter students can connect to a community in a comfortable space. Students are placed into a particular Collegium, where they can use the space to socialize, study, eat, relax between classes and engage in programming. Over the year, a first year commuter student will get to know fellow Collegium members and form friendships. UBC Collegia provides a physical environment, which comes to life through the involvement of the UBC Collegia Advisors. At the beginning of the year Collegia Advisors will also take an active role in the Jump Start – Collegia program, helping to welcome incoming first-year students to the academic community.

The UBC Collegia Advisors act as a vital peer network by sharing their own university experiences and inviting students to explore different UBC resources. The Collegia Advisor acts as a UBC ambassador through role modeling and active engagement, which in turn drives the success of UBC Collegia. As part of the suite of First Year Experience programming, UBC Collegia is seeking undergraduate students to help support first year commuting students as they transition to UBC from high school both academically and socially. Collegia Advisors will greet members, answer questions, liaise with faculty and serve as space stewards, while educating students through both passive and social activities.

Organizational Status
Collegia Advisors report directly to the First Year Experience Coordinator (FYEC) responsible for their assigned Collegium. Collegia Advisors are supported by a team leader, the Senior Collegia Advisor. The Collegia Advisor works in cooperation with members of the greater UBC Collegia team including a faculty member connected to their Collegium (“Prof-in-Collegia”), Residence Life team, SHHS Facilities and Building Services staff and Residence Front Desk staff.

Work Performed
Peer Support
- Provide members with information and assistance for personal, academic and administrative concerns and make appropriate referrals.
- Within the first month of each term, Collegia Advisors are expected to meet and know the names of the majority of members assigned to their collegium.

Presence and Visibility
- Be available throughout and participate in Jump Start Orientation as well as Collegia Weeks of Welcome programming.
- Be visible and spend time regularly engaging with members while on shift.
- Respond to any emergencies that may arise in Collegia.

Activity, Event Planning and Community Engagement
- Propose, implement, and evaluate programs and events which are varied in both content and target audience. Programs must be educational, social, cultural or recreational in nature and support the Collegia community-building model, which is outlined during Collegia Advisor training.
UBC Collegia

- The quality, quantity and schedule of events and activities expected will be outlined during Collegia Advisor training.
- Assist the rest of the UBC Collegia team in promoting and implementing events and activities, and participate in the selection of these programs.
- Build a rapport with and support the Prof-in-Collegia faculty member.
- Develop an environment that is conducive to academic success and co-curricular opportunities by coordinating and implementing the Collegia community-building model in an assigned collegium.
- Assess and support members’ social, academic and personal needs.

Support of Collegia Community Standards
- Know and observe the Collegia Code of Membership, and university rules and regulations.
- Respond in a timely and appropriate manner when violations occur. This includes timely and accurate documentation of all violations.
- Set an exemplary standard of conduct while in Collegia and/or the company of other members at all times.

Administrative Duties
- Participate in opening and closing duties and staff the space to answer questions and build connections with students during operational hours.
- Be familiar with the policies and procedures of UBC Collegia as outlined in Collegia Advisor training materials and the Collegia Code of Membership, and other departmental publications.
- Provide, review, and respond to updates from the FYEC; this includes but is not limited to completing regular written reports and providing written documentation for all significant student interactions.
- Maintain consistent communication with members, and follow up on information as necessary.
- Maintain consistent communication with other staff members, including but not limited to: other members of the UBC Collegia team, other staff in your Collegium area (Residence Front Desk, Facilities & Building Services, etc.), and other prescribed working groups.
- Perform other duties as assigned.

Training and Development
- Attend and participate in Collegia Advisor training in August, ongoing training activities, the annual UBC Student Leadership Conference and any additional training sessions throughout the year.
- Attend regular staff meetings on Wednesdays (4:00-5:30pm) and regularly scheduled one-on-one meetings with your supervisor and Senior Collegia Advisor.
- Receive ongoing feedback, including but not limited to meeting with supervisor for a mid-year performance evaluation in December.

Orientation and Transition
- Participate fully in the Jump Start Orientation program and Imagine UBC in late August and early September.
- Participate in the preparation of the space and in Orientation and Transition programming during Weeks of Welcome in September.
Confidentiality
- Confidentiality in the Collegia Advisor role necessarily extends to the First Year Experience Coordinator; Collegia Advisors are expected to share significant student interactions with their supervisor.
- Collegia Advisors are privy to sensitive student information and must therefore maintain strict adherence to all policies and guidelines related to privacy and confidentiality.
- Confidentiality extends into future years beyond the term of employment.

Consequences of Error/Judgement
Poor judgment or failure to maintain policies and standards could result in loss of property or injury to members or staff, decreased student satisfaction, retention and recruitment, and potential legal liability for the University. Department and University credibility and image are strongly impacted by ongoing interactions with students, parents, campus organizations and the community at large. Poor performance could result in failure to provide a comprehensive Collegia experience for students, as mandated by the University and the department of the Centre for Student Involvement and Careers.

Qualifications and Other Requirements
- Be a registered UBC student, enrolled in full-time course work from September 2020 to April 2021.
- Be available to work 10hrs/week throughout the academic year in shifts that will be scheduled based on the needs of the Collegium team.
- Maintain an academic standing of 65%.
- Cannot accept another position with conflicting time commitments (i.e. Imagine Orientation Leader, Residence Advisor, Jump Start Orientation Leader).
- Must be able to attend all of the availability requirements listed below.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time Commitment</th>
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<tbody>
<tr>
<td>Spring Welcome</td>
<td>Saturday March 28, 2019</td>
<td>As scheduled, 8 hours maximum</td>
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<tr>
<td>First Team Meeting</td>
<td>Wednesday April 1, 2020</td>
<td>6:00pm - 8:00pm</td>
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<tr>
<td>Collegia Advisor Training</td>
<td>Monday August 24 - Friday August 28, 2020</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>
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<tr>
<td>Jump Start Orientation</td>
<td>Monday, August 31 – Friday September 4, 2020</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>
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<tr>
<td>Imagine UBC Training</td>
<td>Monday September 7, 2020</td>
<td>As scheduled, 8 hours max</td>
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Term of Appointment and Compensation

The term of appointment runs from August 24, 2020 to April 27, 2021.

From Monday, August 24, 2020 to September 8, 2020, all UBC Collegia Advisors are expected to attend mandatory training and participate in Jump Start & Imagine UBC. During this period, UBC Collegia Advisors are compensated a salary of $1400-1600. 4% vacation pay is included in this gross salary amount.

The UBC Collegia Advisors are compensated $17.62/hour for their term of appointment from September 9, 2020 – April 27, 2021. Scheduling is based on approximately ten hours per week for a maximum of 300 hours for the term of appointment.