

# UBC Collegia

## UBC Collegia Senior Advisor – Indigenous Students’ Community *Job Description 2020-2021*

### Job Summary

UBC Collegia – Indigenous Students’ Collegium is a “home away from home,” where Indigenous students from all years, living both on and off campus, can connect to the Indigenous community on campus. Students who self-identify as Indigenous have access to the Collegium located in the First Nations Longhouse, where they can use the space to socialize, study, eat, relax between classes and engage in programming. Over the year, Indigenous students 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 Senior 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 an ambassador of UBC and the First Nations Longhouse through role modeling and active engagement, which in turn drives the success of UBC Collegia. UBC Collegia is seeking students to support Indigenous students in all year levels as they explore their academic and social experiences at UBC. Collegia Advisors will greet members, answer questions, liaise with faculty and serve as space stewards, while educating students through both passive and social activities.

In addition to the duties of a Collegia Advisor, Senior Collegia Advisors help enhance the Collegia experience by using a peer-to-peer approach to lead a team of Collegia Advisors. Seniors Collegia Advisors are experienced student leaders and Collegia student staff members (preferred), empathetic listeners, and good relationship builders, who are looking to further enhance their skills in conflict management, community development, team development and administrative duties.

### Organizational Status

The Senior Collegia Advisor reports directly to the Student Engagement Officer – Indigenous Students (SEO) responsible for their assigned Collegium. The Senior Collegia Advisor works in cooperation with members of the greater UBC Collegia team including a faculty member connected to their Collegium (“Prof-in-Collegia”), First Nations House of Learning team, and SHHS Facilities and Building Services 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, Senior 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.

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## Leadership and Support

- Facilitate the development of an effective Collegium team by creating a culture of consistency, communication, and support.
- Provide leadership to a Collegium team by scheduling and facilitating weekly meeting discussions focused on topics such as team consistency, Collegia programs and events, and community concerns.
- Communicate regularly with Collegia Advisors through “One-on-One” meetings aimed to support community presence and involvement.
- Offer guidance to Collegia Advisors about the Collegia Code of Membership and program development.
- Track completion of required tasks, follow-up on programs, and provide feedback to Collegia Advisors.

## Activity, Event Planning and Community Engagement

- Work with Collegia Advisors to plan, coordinate, and implement Collegia programs and initiatives that meet all requirements identified by the Collegia community-building model and address student needs, which is outlined during Collegia Advisor training.
- 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 and the Elder-in-Collegia.
- 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 community.
- Assess and support members’ social, academic and personal needs.

## Support of Collegia Community Standards

- Know and observe the Longhouse Teachings, 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 investigation and 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 regular updates from the SEO; this includes but is not limited to completing regular written reports and providing written documentation for all significant student interactions.
- Create and manage staffing schedule for assigned collegium team to ensure adequate coverage and student support during operational hours.
- 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 (First Nations House of Learning staff, Facilities & Building Services, etc.), and other prescribed working groups.
- Perform other duties as assigned.

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## Training and Development

- Attend and participate in Senior Collegia Advisor and 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), bi-weekly Senior Collegia Advisor team meetings, and regularly scheduled one-on-one meetings with your supervisor.
- 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 planning and preparation of the space in Orientation and Transition programming during Weeks of Welcome in September.

## Confidentiality

- Confidentiality in the Senior Collegia Advisor role necessarily extends to the Student Engagement Officer – Indigenous Students; Senior Collegia Advisors are expected to share significant student interactions with their supervisor.
- Senior 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, the First Nations House of Learning, and the department of the Centre for Student Involvement and Careers.

## Qualifications and Other Requirements

- Be a registered UBC undergraduate or graduate student, enrolled in full-time course work from September 2020 to April 2021.
- Be available to work 12hrs/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).
- This position will support a community that intentionally serves Indigenous students throughout their undergraduate and/or graduate degree. Priority is given to First Nations (status and non-status), Métis, and Inuit applicants, as per Section 41 of the Human Rights Code.
- Must be able to attend all of the availability requirements listed below.

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| Event                            | Date   | Time Commitment  |
|----------------------------------|--|--|
| Spring Welcome                   | Saturday March 28, 2019                      | As scheduled, 8 hours maximum  |
| First Team Meeting               | Wednesday April 1, 2020                      | 6:00pm- 8:00pm   |
| Senior Collegia Advisor Training | Wednesday August 19 – Friday August 21, 2020 | Full Time: up to 40 hours as scheduled, typically between 9:00am-6:00pm, with occasional later evenings.   |
| Collegia Advisor Training        | Monday August 24 - Friday August 28, 2020    | 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 19 <sup>th</sup> -23 <sup>rd</sup> . Room and all meals provided. |
| Jump Start Orientation           | Monday, August 31 – Friday September 4, 2020 | 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.   |
| Imagine UBC Training             | Monday September 7, 2020                     | As scheduled, 8 hours max  |
| Imagine UBC                      | Tuesday, September 8, 2020                   | Full time 8:00am - Late evening.   |
| Weekly Meetings                  | Every Wednesday starting in September 2020   | 4:00pm-5:30pm<br><i>Cannot have class or other commitments during this time.</i>   |
| Student Leadership Conference    | TBD January 2021 - Saturday                  | As scheduled, approx. 8 hours  |

## Term of Appointment and Compensation

The term of appointment runs from August 19, 2020 to April 27, 2021.

From Wednesday, August 19, 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, Senior Collegia Advisors are compensated a salary of \$1800-2000. 4% vacation pay is included in this gross salary amount.

Senior Collegia Advisors are compensated \$18.65/ hour for their term of appointment from September 9, 2020 – April 27, 2021. Scheduling is based on approximately twelve hours per week for the term of appointment.