



First Year Experience Student Coordinator 2020

About The Centre for Student Involvement and Careers

The Centre for Student Involvement & Careers is a hub that facilitates and enhances student learning through career building enriched educational experiences. Through orientation and peer mentoring, the Centre supports new students to become successful university learners, prepared to achieve their academic, personal, and career goals. It is a central point for all graduate and undergraduate students and employers on the UBC Vancouver campus to meet, connect, network, and build relationships and to research and explore career options. The Centre connects students to workplace learning, mentoring, volunteer and leadership opportunities; and offers career and employment-related services to students, academic departments, employers, and alumni.

As a First Year Experience Student Coordinator, you will collaborate with programs and Faculties across UBC to deliver meaningful, coordinated and innovative events to encourage student engagement and improve the student experience. The primary programs include Jump Start, Collegia and Imagine UBC.

For more information about Jump Start, visit: <https://students.ubc.ca/new-to-ubc/orientations/jump-start>

For more information about Imagine UBC, visit: <http://students.ubc.ca/campus/orientations/imagine>

For more information about Collegia, visit: <https://students.ubc.ca/collegia>

You will receive supervision and direction from one of the First Year Experience Coordinators, and will work very closely with other members of the Centre for Student Involvement & Careers team.

Under direct supervision, responsibilities of the First Year Experience Student Coordinator include:

Position Responsibilities

- Assist in the development, promotion and delivery of multiple events of varying scope and size with a focus on Jump Start, Collegia and/or Imagine UBC
- Assist in the development and implementation of project management methodologies and techniques for creating event timelines and workflow
- Assist with the hiring, training, and orientation of student volunteers for various events and programs
- Build relationships and maintain regular, professional communication with stakeholders across the UBC community and with external partners
- Represent the Centre for Student Involvement and Careers in communications and interactions with a broad range of individuals including staff, faculty, alumni, community members, and other students
- Work collectively with the other members of the Centre for Student Involvement and Careers team on the goals, leadership, and success of programs
- Provide support and recognition to senior student leaders, orientation leaders, and volunteers while maintaining regular communication with them throughout the summer and during the program.
- Photocopy and compile documents; order supplies and materials for programs
- Manage the administrative email inbox and correspond with partners and stakeholders in a professional and timely manner

Salary

Based on qualifications, previous skills and experience, the salary range for full time work is between \$11,000 - \$12,000.



Work Schedule

Positions run from May 4th, 2020 to September 18th, 2020. Positions are full-time (35 - 40 hours/week) from May 4th, 2020 to September 4th, 2020, an extended day on September 8th (Imagine) and part-time (10 hours/week) from September 9th, 2020 to September 18th, 2020.

Position requires evening and weekend work. Successful candidates must be available for the full weekend of August 29th-30th, 2020 and September 5th-7th, 2020, and must be available to work extensive hours during the month of August 2020.

For Jump Start positions, there will be a mandatory live in residence component in late August. (Exact dates and times to be confirmed, anticipating Aug 29 – Sept 4, with a few days between Aug 24-28)

Skills and Qualifications

The successful applicants will be current UBC students, with a minimum of one academic year at UBC, and will have:

- Strong desire to support and positively contribute to the design and delivery of a high quality orientation and first year transition experience for all stakeholders and participants
- Ability to take initiative, manage multiple priorities, juggle complex tasks, and meet deadlines under pressure
- Ability to maintain accuracy and high attention to detail
- Excellent verbal and written communication skills
- Demonstrated initiative and leadership skills
- Strong interpersonal skills
- Ability and willingness to work both independently and as part of a collaborative team to ensure the best outcome for new to UBC students
- Strong computer skills including word processing, e-mail, database and spreadsheet management
- Event planning and implementation experience
- Strong academic background
- Creativity, enthusiasm, and commitment
- Ability to liaise with multiple stakeholders and project partners and work under pressure
- Requires flexibility to work long hours with the expectation of regular evening and weekend work at key points in the program cycle

Benefits

- Individual coaching on how to effectively communicate skills and experiences gained from this role towards future career goals
- Gain in-depth event planning and logistics experience
- Gain valuable leadership and teamwork skills in organizing and implementing workshops and events
- Develop an extensive knowledge of UBC resources and programs and build connections with campus partners and faculty
- Enhance community building and communications skills across cultures, perspectives, and different ways of know
- Develop an understanding of different learning theories and how to apply these theories to various contexts



- Gain flexibility, adaptability and problem solving skills
- Develop student support and coaching skills

Portfolios

Event/Student Leader Management Portfolio

This is a detail-oriented portfolio whose members work on several of the large-scale events for the Imagine UBC, Collegia and Jump Start programs. Members of this portfolio will:

1. Ideate program component processes and improvements that align with program goals
2. Plan and implement the logistical components of small and large scale events
3. Coordinate the detailed tracking of event/program needs in a clear and cohesive manner
4. Assist in the communication and coordination with cross campus stakeholders
5. Support the training and management of student leaders
6. Create and execute day-of event management plans
7. Support student leaders around peer helping and event problem solving

Data Management Portfolio

This portfolio's primary responsibility is the management of data for Jump Start, Collegia and Imagine UBC. This includes, but is not limited to:

1. Creating systems to manage large amounts of student data
2. Creating effective processes to coordinate the creation of online schedules with multiple stakeholders
3. Troubleshooting registration concerns for Jump Start participants
4. Coordinating the communication strategy for Jump Start, Collegia and Imagine UBC
5. Ideating and implementing techniques to assess the Jump Start, Collegia and Imagine UBC programs

Students would be suitable for the position if they are interested in increasing their knowledge in:

1. Microsoft Excel and Access
2. Process/systems management
3. Data analysis and visualization

Application Process

1. Please submit a resume and cover letter [here](#).
 - a. In your cover letter, please ensure you speak to minimum of one preferred portfolios
 - b. Ensure you combine your resume and cover letter into **one pdf document**
2. Note all applicants must be in good academic standing and by applying you are consenting to an academic record check.

Applications will be accepted until 11:59 PM PST on Thursday October 31st, 2019