Jump Start 2020 Collegia Orientation Leader & Orientation Logistics Leader

Program Description
Jump Start is a one-week orientation program designed to prepare students for the unique academic environment of UBC and the specific expectations of their Faculties, as well as provide them with the practical information they need transition to learning in a university community.

Jump Start offers a combination of small group seminars led by faculty members (“Faculty Fellows”), large lectures, and interactive workshops led by UBC staff. Additionally, participants have the opportunity to integrate into their Residence Life/Collegia experience, and attend social activities led by student leaders (“Orientation Leaders”).

Students who plan to commute to campus during the academic year will participate in the Collegia stream of Jump Start. The Jump Start Collegia stream is 5 days and runs primarily during the daytime hours. Orientation Leaders play a role both in supporting students in their transition to university learning, and to the development of the Collegia community in collaboration with UBC Collegia. This is different from the Residence stream of Jump Start. As such, Collegia Orientation Leaders and Collegia Orientation Logistics Leaders do not live in Residence throughout the Jump Start program. More information about the Jump Start Collegia program can be found here.

Organizational Relationship
Primarily stewarded by the Centre for Student Involvement and Careers, Jump Start is a campus-wide collaborative effort created in partnership with seven Faculties/Schools (Arts, Applied Sciences, Sauder School of Business, School of Kinesiology, Land and Food Systems, Forestry, and Science), Vantage College, International Student Development, Residence Life, the International Student Initiative.

Orientation Leaders are supervised by First Year Experience Staff/Student Coordinators and Senior Collegia Advisors. Collegia Orientation Leaders work closely in collaboration with Collegia Advisors to support first year commuter students during the Jump Start program.

Orientation Leader Specific Functions
Primary Functions
- Fully participate in the one-week live-in Orientation Leader Training program in mid-August.
- Liaise with Jump Start Faculty members (Faculty Fellows) to support the implementation of active and engaging learning environments
- Execute aspects of co-curricular/social programming
- Provide Jump Start students with informed and timely referrals to campus resources to support their transition, as needed
- Communicate promptly with the Jump Start team throughout the summer to ensure successful program delivery
- Facilitate ongoing check-ins with the students in their Learning Community during the Jump Start program
- Communicate program information and updates to members of their Learning Community in an effective and timely manner
- Act as a UBC ambassadors for student leadership and as a representative of the UBC Jump Start Program in a positive and professional manner
Orientation Logistics Leader Specific Functions

- Fully participate in the one-week live in Orientation Leader Training program in mid-August.
- Communicate promptly with the Jump Start team throughout the summer to ensure successful program delivery.
- Responsible for the day to day operational functions of the collegium spaces.
- Execute logistical support to staff throughout the program, such as: space and equipment set up & take down, supply management, wayfinding support etc.
- Troubleshoot logistical problems with little to no supervision during large scale events in multiple areas.
- Act as a UBC ambassadors for student leadership and as a representative of the UBC Jump Start Program in a positive and professional manner.
- Fill in as required for Jump Start Collegia Orientation Leaders.
- All additional functions listed above for Orientation Leaders.

Time Commitment

The specific time commitment required for the role of a Jump Start Orientation Leader is as follows:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Time Commitment</th>
<th>Details</th>
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<tbody>
<tr>
<td>8:00 AM on March 28, 2020</td>
<td>8 hours max</td>
<td>Spring Welcome: Community Building Training</td>
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<tr>
<td>9:00 AM on August 24, 2020 – August 28, 2020</td>
<td>Full Time: 8am – Late Evening</td>
<td>Orientation Leader Training On-campus residence provided and required to live-in Room and all meals provided except breakfast on August 19 Move in Aug 24, 2020</td>
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<tr>
<td>August 31, 2020 to September 4, 2020</td>
<td>Full Time up to 40 hours As Scheduled, typically between 9am - 6pm, with occasional later evenings</td>
<td>Jump Start Collegia Program No on or off-campus residence provided Lunch provided</td>
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<tr>
<td>September 7, 2020</td>
<td>As scheduled (max. 8 hours)</td>
<td>Imagine Day Training More information will be given in late August.</td>
</tr>
<tr>
<td>September 8, 2020</td>
<td>Full day commitment</td>
<td>Imagine Day More information will be given in late August.</td>
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Skills and Qualifications

- Must be a UBC undergraduate student with a minimum cumulative average (over the course of 2018W and 2019W) of 65% and enrolled as a student until December 2020.
- Demonstrates exceptional leadership skills
- Excellent organizational, communication, and interpersonal skills
- Excellent time management and conflict resolution skills
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set
- Ability and willingness to work independently and as part of a team with students, volunteers, and staff
- Willing to engage in ongoing professional and personal development opportunities
- Knowledge of UBC and volunteer/work experience on campus
- Knowledge and/or sensitivity to issues affecting students and their transition to UBC
- Able to commit to and follow through with all required dates and expectations
- Knowledge of UBC services and resources that are offered to first year UBC students
- Ability to empathize with students from diverse backgrounds
- Jump Start specific experience is not required

Terms of Employment & Compensation

This is a fulltime position from August 24 - September 8, 2020, with evening work required. Commitment to live in on-campus residence required during training from August 24 – 28. On or off-campus residence will not be provided from Aug 31 – Sep 8, 2020.

Required to fulfill Orientation Leader role in Imagine UBC on September 8, 2020 (full-day commitment).

UBC Jump Start Commuter Orientation Leaders and Jump Start Commuter Orientations Logistics Leaders will receive a salary between $1050-1250 (CAD) less tax in addition to residence and food during training and lunch during the Jump Start program. 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 Orientation Leader position:**

- Students planning on taking a co-op placement in September 2019
- Students entering 2nd year Mechanical Engineering in September 2019
- Students intending to switch faculties between September 2019 and September 2020
- Students with a cumulative average (over the course of 2017W and 2018W) below 65%

The following questions will be required for your application:

1. Why are you interested in the Orientation Leader and/or Orientation Logistics Leader role? What do you hope to learn and contribute through this experience and why? (MAX 150 Words)
2. Briefly describe a time that something unexpected happened mid-way through an important project (e.g. classroom, workplace, artistic endeavor, etc.). Please ensure to touch on the situation, what your action was, and the result of the situation. What did you learn? (MAX 150 Words)

3. As an Orientation Leader or Orientation Logistics Leader, you will be working with new-to-UBC students from diverse backgrounds, with diverse knowledge and experiences. How would you foster community with a group of new-to-UBC students? (MAX 150 Words)

The answers to the above questions and basic demographic information can be uploaded to the following link: https://ubc.ca1.qualtrics.com/jfe/form/SV_25KEYU5cOUyOB1r

Applications will be accepted until 11:59 PM PST on Sunday, January 5th, 2020.