Jump Start 2020 Residence 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 to 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 live in residence participate in the Residence stream of Jump Start which includes weekend events, daytime academic programming, and evening community activities. Orientation Leaders play a role both in supporting students in their transition to university learning, and to the development of Residence community in collaboration with the Residence Life team. As such, Residence Orientation Leaders and Residence Orientation Logistics Leaders will live in Residence for the duration of the program. More information about the Jump Start Residence 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 Orientation Leaders.

Orientation Leader Specific 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
- Live in residence for all Orientation Leader training and program dates
- Perform duty responsibilities, respond to emergency situations, learn and follow residence life protocols, respond to safety and security issues, lead peer helping conversations, etc.
- 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 your Learning Community during the Jump Start program
- Communicate program information and updates to members of your 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 Jump Start offices in each of the residence areas
- Leads main components of social programming
- 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 Residence 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>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM on March 28, 2020</td>
<td>8 hours max</td>
<td>Spring Welcome: Community Building Training</td>
</tr>
<tr>
<td>9:00 AM on August 24, 2020 – August 28, 2020</td>
<td>Full Time: up to 40 hours As Scheduled, typically between 9am - 6pm, with occasional later evenings</td>
<td>Orientation Leader Training Live in on-campus residence August 24, 2020 to August 28, 2020 required Room and meal stipend included Move in Aug 24, 2020</td>
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<tr>
<td>August 29, 2020 to September 4, 2020</td>
<td>Full Time: 8am – Late Afternoon</td>
<td>Live in on-campus residence August 29, 2020 to September 4, 2020 required Room and meal stipend included Move out on September 4, 2020</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>All Day: 7am – Late Evening</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 2017W and 2018W) of 65% and enrolled as a student until December 2019.
- 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 and weekend work required. Commitment to live in on-campus residence required during training and during the program.

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

UBC Jump Start Residence Orientation Leaders and Jump Start Residence Orientation Logistics Leaders will receive a salary between $1050-1250 (CAD) less tax in addition to residence accommodations and meal stipend. 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_25KEYUScOuV0Blr](https://ubc.ca1.qualtrics.com/jfe/form/SV_25KEYUScOuV0Blr)

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