**Jump Start 2020 Senior Orientation 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 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.

The Senior Orientation Leaders are supervised by First Year Experience Staff Coordinators and work closely with First Year Experience Student Coordinators.

Jump Start Senior Orientation Leaders work as part of the First Year Experience team and are responsible for promoting, delivering and evaluating a comprehensive orientation and transition program for first-year students coming to UBC from high school. Additionally, Senior Orientation Leaders provide significant coaching and support to Jump Start Orientation Leaders.

**Primary Functions**

**Student Leader Support**

- Provides direct one-on-one and group coaching to a team of 10 to 14 Jump Start Orientation Leaders and supports their interaction and connection to their respective groups of first year students.
- Provides referrals to Jump Start Orientation Leaders and Jump Start participants on where to get information, resources, or advising specific to their concerns
- Works closely with Jump Start Orientation Leader Team to facilitate their event implementations for Jump Start participants, focusing on various aspects of learning, intercultural engagement, wellness, and community engagement
• Provides support for the development of Jump Start Orientation Leader Team during summer training
• Role models behaviors conducive to academic success and the creation of a respectful environment whenever in residence/on campus
• Builds peer relationships and works closely with fellow Jump Start Senior Orientation Leaders, Imagine Senior Orientation Leaders, First Year Experience Coordinators, First Year Experience Student Coordinators, and the larger team to provide an intentional and supportive team environment

Program and Event Implementation
• Follows Jump Start emergency protocols and responds to emergency situations as appropriate
• Assists with and implements the coordinated plan for program events and assists in promotion of said events
• Supports the logistical implementation of Imagine UBC

ONE-WEEK IMMERSION PROGRAM RESPONSIBILITIES (LIVE-IN POSITION)
• Supports the implementation of co-curricular/social workshops and academic/co-curricular/social evening activities in order to facilitate Jump Start participants’ transitions to UBC
• Troubleshoot logistical problems with little to no supervision during large scale events in multiple areas
• Facilitates group or one-on-one meetings with Jump Start Orientation Leaders to discuss daily occurrences or situations that arise
• Communicates directly and consistently with the First Year Experience Coordinators and First Year Experience Student Coordinators on issues and concerns related to students’ academic and social participation and integration
• Ensures Jump Start Orientation Leaders have the resources and support required for effective community building
• Supports Jump Start Orientation Leaders in the implementation of all programs and events
• Live in residence for all Orientation Leader training and program dates
• Supports the student experience in residence by providing support with student concerns


Time commitment

The specific time commitment required for the role of a Jump Start Senior 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 28th, 2020</td>
<td>8 hours max</td>
<td>Spring Welcome: Community Building Training</td>
</tr>
<tr>
<td>August 19, 2020 – 21, 2010</td>
<td>8 hours/day</td>
<td>No on or off-campus residence provided</td>
</tr>
<tr>
<td>Senior Orientation Leader Training</td>
<td></td>
<td>Lunch will be provided</td>
</tr>
<tr>
<td>8:00 AM on August 24, 2020 – August 28, 2020</td>
<td>Full Time up to 40 hours</td>
<td>Orientation Leader Training</td>
</tr>
<tr>
<td></td>
<td>As Scheduled, typically between 9am - 6pm, with occasional later evenings</td>
<td>Live in on-campus residence August 24, 2020 at 8am to August 28, 2020 required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room and meal stipend included</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Move in Aug 24, 2020</strong></td>
</tr>
<tr>
<td>August 29, 2020 to September 4, 2020</td>
<td>Full Time: 8am – Late Afternoon</td>
<td>Jump Start Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Live in on-campus residence August 24, 2019 to August 30, 2019 required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room and meal stipend included</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Move out evening of September 4, 2020</strong></td>
</tr>
<tr>
<td>September 8, 2020</td>
<td>All day: 7am – Early Evening</td>
<td>Imagine UBC</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>More information will be given in late August.</strong></td>
</tr>
</tbody>
</table>

Skills and Qualifications

- Must be a UBC student with a minimum cumulative average (over the course of 2018W and 2019W) of 65% and enrolled as a student until December 2020.
- Current UBC undergraduate student
- Demonstrated leadership skills
- Ability to coordinate large groups
- Interest in working inter-culturally with a diverse student population
- Excellent communication and active listening skills
- Excellent organizational, time management, and conflict resolution skills
- Ability to respond professionally
- Strong computer skills: Microsoft Office suite (proficiency in Excel an asset)
- Ability and willingness to work both independently and as part of a team
• Knowledge and/or sensitivity to issues affecting students and facilitating their transition to UBC in a respectful manner
• Knowledge of UBC services and resources that are offered to first year UBC students
• Previous experience with leadership at UBC is strongly preferred
• UBC’s Community Building Education or Community Building Through Practice trainings an asset
• First Aid, CPR, and/or emergency response training/certification an asset.
• Jump Start specific experience is not required

Terms of Employment & Compensation

The full time position will commence on August 19, 2020 and end September 8, 2020, with evening and weekend work required. Commitment to live in on-campus residence required between August 24 and September 4, 2020.

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

UBC Jump Start Orientation Leaders will receive a salary between $1500-1600 (CAD) in addition to residence accommodations and a 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 Senior Orientation Leader position:
• Students currently in their first year at UBC
• Students entering 2nd year Mechanical Engineering in September 2020
• Student planning on taking a co-op placement in September 2020
• Students planning on taking summer term 2 classes
• Students with a cumulative average (over the course of 2018W and 2019W) below 65%

Please submit a resume and cover letter through the following link: https://ubc.ca1.qualtrics.com/jfe/form/SV_3m8YyECovKtrSJv

In your cover letter, please explain why you want to be a Senior Orientation Leader and what skills and qualifications you bring to the position.

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