



LFS ACE (Academic & Career Engagement) Team Position Description

Role overview

The LFS Academic and Career Engagement Team (ACE Team) focuses on delivering programming related to academic success and career development that allows participants to gain and apply relevant skills, be exposed to campus and Faculty-specific resources, and engage with their peers. Further, members of LFS ACE Team gain specific skills in the areas of project management and student development, increase their knowledge of student resources and outlets, and expand their friendships and professional relationships across the Peer Programs Network and the broader community of student leadership on campus.

Organizational Relationship

The ACE Team is a group of LFS students representing all four programs (Applied Biology, Global Resource Systems, Food Resource Economics and Food, Nutrition, & Health) who are invested in creating a sense of community and support in the areas of academics and career-related development opportunities for their peers. The primary way that LFS ACE Team does this is through a variety of events hosted throughout the year and the development of complimentary passive resources targeted at undergraduate students in the Faculty.

LFS ACE Team is a student-driven team that is supervised by the LFS Student Engagement Officer and is part of the Student Services Office in the Faculty of Land and Food Systems. There are also several staff from the LFS Student Services team that support and advise the team on specific initiatives.

Primary Functions

Student leaders within the LFS ACE team should expect to:

- 1. Be the first point of contact in the LFS Student Services office during their weekly shifts:**
 - Responding to student questions and engaging students in relevant and proactive conversations.
 - Sharing information about appropriate on-campus and off-campus resources to LFS undergraduate students.
 - Organizing and maintaining the LFS Student Services front office space.
 - Appropriately logging student interactions.
 - Other duties as assigned.
- 2. Working in committees to support the academic and career development of LFS undergraduate students:**

The following committees support current initiatives and priorities with the Faculty of LFS. While each team has a specific role, the expectation is that all LFS ACE student leaders will work collaboratively, where appropriate, to fulfill their committee objectives.

All Committees:

- Meet once a week for an hour to develop skills, plan for activities/programs etc.

Specific Committees may focus on one of the following:

- Planning and implementing one of the four LFS ACE events (Let's Talk About Research, Is Grad School Right for Me, Meet Your Major and Your LFS: Career Stories with Our Alumni).
- Preparing and developing communications content for the various platforms in the Faculty including but not limited to social media, the Newsletttuce, the LFS undergraduate blog.
- Preparing, editing and facilitating academic, wellness and career related workshops for LFS undergraduate students
- Providing coaching and study skills support to LFS undergraduate students.



3. Model outstanding student leadership on campus

- Act as an ambassador for student leadership at UBC and as a representative of the Faculty of Land & Food Systems and the ACE Team.
- Understand the role of a LFS ACE student leader and active participant in the Peer Programs Network plays within the community of leadership on the UBC-Vancouver campus.
- Contribute to and model behavior reflective of an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Uphold UBC's Respectful Environment Statement as a responsible member and ambassador of the UBC community.

4. Engage in personal and professional skill development

- Develop an understanding of your personal leadership style when working both individually and in a team.
- Gain practical skills that can be used in both an academic and career environment such as professional communication, giving and receiving feedback, meeting planning and facilitation, needs-driven program planning, and teamwork.
- Help to plan and facilitate the recruitment, interview, and selection process for incoming ACE Team members in January and February 2021, gaining a new perspective on interview practices and expectations.

5. Other responsibilities

- Coordinate and attend all meetings related to your selected events and committees.
- Attend and help implement all ACE Team events throughout the year (most events will be held at the same time as weekly meetings).
- Meet individually with the LFS Student Engagement Officer at the end of each term to set goals and review performance to date.
- Represent the ACE Team and the Faculty of Land & Food Systems with professionalism fitting for a student leader and role model.

Time commitments

Please note that the training sessions and meeting times outlined below are mandatory and if you are a successful applicant, you will be asked to clear your schedule of classes or other commitments during this time.

- Successful candidates will commit to a minimum of a year from Mar. 2020 through April 2021.
- Planning work requires some evening and weekend work throughout position

Important Dates

- Spring Welcome (Saturday, March 28th, 2020 – full day)
- April Training Retreat (Thursday April 9th, 2020 – full day)
- Peer Programs Launch and Learn (Sunday September 6th, 2020 – full day)
- LFS ACE Team Leader Training (Saturday September 5th, 2020 – full day)
 - This is only required for students selected to be a team leader for an LFS ACE committee.
- Fall Training Retreat (Saturday September 12th, 2020 – full day)
- 2020 Student Leadership Conference (Saturday, January 16th, 2021 – full day)



Regular Meetings

- Term 1: Every Tuesday 4:30pm-6:30pm, beginning Tuesday September 15 to Tuesday December 1
- Term 2: Every Tuesday 4:30pm-6:30pm, beginning Tuesday January 5 to Tuesday April 6

Weekly Commitment

- 2 hours of staffing the LFS Student Services Office
- 1 hour for weekly committee meeting
- 2-3 hours of committee specific responsibilities (depending on the time of year)
- 2 hours weekly LFS ACE full team meeting (Tuesdays 4:30pm-6:30pm)

Note: If you are selected as Team Lead there may be additional hours required to for the additional responsibilities of the role.

Desired skills and experience

- You are an undergraduate student studying within the Faculty of Land & Food Systems in good academic standing (cumulative average of 65% or greater).
- You are willing and excited to learn and open to the ideas of others.
- You are able to capitalize on your existing skillset and knowledge while also being willing to adapt when necessary.
- You have a demonstrated ability to take initiative and work independently.
- You are a passionate member of the Faculty and UBC community.
- You are prepared to commit fully to your role on the ACE Team; time management skills are an asset.

Benefits of participating in this role

Develop professional skills

- Enhance leadership skills in the areas of communication, team-building, personal and professional growth, networking, and thoughtful inclusion of others.
- Gain experience in supporting and developing programming for your LFS peers.
- Gain experience in hiring and recruitment best practices.
- Sponsored registration for the 2021 Student Leadership Conference.

Increased opportunity for partnerships with programs and peers across campus

- Participate in and contribute to a strong and dynamic culture of student leadership on campus.
- ACE Team members are part of a larger community within the Faculty and seek opportunities to work closely with the LFS Undergraduate Society and other student groups, LFS Student Services, the Centre for Student Involvement and Careers, Alumni UBC, faculty members, and other Peer Programs in order to better serve their peers and expand their professional network.
- Contribute to and learn from a broader Peer Programs Network, which engages both within and beyond the UBC campus community in support of and in service to others

Program Advisor

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