

IMAGINE UBC 2021 ORIENTATION LEADER – ARTS & MUSIC

Position Description

Imagine UBC and the University's first year transition programs serve as new students' formal welcome to the University, an invitation to the learning community they have joined. Imagine UBC helps students begin to find and build a community at UBC, feel supported from their first day on campus and through their first year, and provides a beginning to a learning experience that will challenge, stimulate and prepare them to achieve their goals, use their strengths and meet the challenges of our local and global communities.

Imagine UBC is coordinated through the Centre for Student Involvement and Careers within the Vice President, Students' portfolio working in collaboration with staff, faculty and students from across the University in the development and implementation of the program.

The Imagine UBC Orientation Leader position plays a crucial role in the delivery of UBC Orientations, through communicating with a cohort of new-to-UBC students in the month of August, and by providing direct peer support to this group on Imagine UBC (September 7th, 2021) as they transition into university life.

If the University is open for in person classes for Winter Session, we will be in a unique situation, with an additional cohort of UBC students that will be new to the UBC campus (2020W first year and transfer students). To welcome these students, UBC will be hosting a Campus Welcome event on Monday, September 6th, 2021. Imagine Orientation Leaders will have a role at this in person event, such as leading a small group through activities. More specific details will come in the late Spring or Summer. If you have questions or concerns about this component of the Imagine Orientation Leader role, please still apply for this role and include any concerns in your application form.

Due to the impacts of COVID-19, the details and method of delivery of Imagine for 2021 will be informed by University-wide decisions regarding in-person and/or virtual learning for Fall 2021. Based on the university's announcement around increased in person activity in the Fall, please prepare for the possibility of this role to be in person on September 6th and 7th. Program and role functions are subject to change and will be confirmed in the Spring or Summer of 2021. COVID Safety plans and procedures will be established and shared with you closer to the event dates to ensure accuracy of information .

Please note that current (2020W) UBC first year students are encouraged to apply for the Imagine Orientation Leader role, even if they have not yet been to campus. Training and support will be provided in order to ensure that leaders are familiar with campus.

If you have questions or concerns about what this might look like, please contact us.

This volunteer posting is for 180 Arts and Music Orientation Leaders

Primary Functions

As an Orientation Leader, you should expect to:

- Build and support an engaged community of new-to-UBC students
- Facilitate delivery of Imagine UBC
- Engage in personal and professional development
- Role model outstanding student leadership on campus
- Understand the larger picture of Orientations at the University and assisting in the implementation of that vision
- Provide informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed
- Actively contributing to the overall growth and development of the Orientation Leader team

Time Commitment

Please prepare for the possibility of being on the UBC Vancouver campus for this role on September 6th, 2021 and September 7th, 2021. You **will not** need to attend in person training or events for this role prior to September 6th, 2021. COVID Safety plans and procedures will be established and shared with you prior to and closer to the event dates.

- Participate in a 50-minute virtual selection/interview process during May 2021
- Maintain regular contact (via email, meetings, etc.) during the summer with UBC Staff and your assigned Senior Orientation Leader.
- Complete a mandatory Community Building Education course on Canvas during the summer. This will take approximately 3-4 hours of synchronous and asynchronous learning activities. This training gives students greater insight into their own personal values and identity, and introduces strategies on how to address discriminatory behavior.
- Actively participate in monthly online **check-in meetings** throughout the summer (once per month in June, July, and August; once the week leading up to Imagine Day)
- These online check-ins are designed to improve leaders' awareness of campus resources, remind them of their own experience as a new student and prepare them for the upcoming orientation programming. They can be completed from anywhere in the world, and take no more than one hour per month.
- Complete asynchronous online training as required in late August/early September 2021
- Attend mandatory training and/or events on **Monday, September 6th, 2021**
- Attend and support students through a Campus Welcome event on Monday, September 6th, 2021
- Attend Imagine UBC on **Tuesday, September 7th, 2021**

Benefits of Participating

- Involvement in the University community
- Access to personal development around building respectful and inclusive communities
- Develop group facilitation, online facilitation, effective communication, community development, and team building skills
- Building connections with university staff and peers, and give back to UBC community

Responsibilities

Build and support an engaged community of new-to-UBC students by:

- Supporting an Orientation group of approximately 10-15 students on September 6th and 7th
- Building peer relationships within your individual group, as well as amongst fellow Orientation Leaders
- Communicating important updates from your Senior Orientation Leader to your group via email or other social media

Facilitate delivery of Imagine UBC by:

- Actively participating in each event, and encouraging your group of new students to do the same
- Maintaining communication throughout the planning process to ensure successful program delivery
- Providing feedback for overall program delivery and articulating recommendations moving forward

Engage in personal and professional skill development by:

- Developing competencies in areas including communication, teamwork, social and community organization, analysis and problem solving, initiative and motivation, willingness to learn, and adaptability

Role model outstanding student leadership on campus by:

- Upholding UBC's [Respectful Environment Statement](#) as a responsible member of the UBC community

- Embracing the role as an ambassador for student leadership and representative of the Faculty, School or Program
- Actively participating as a member of a larger community of leadership across the UBC Vancouver campus

Desired Experience and Skills

- Must be a current Arts or Music undergraduate student in good academic standing and enrolled as a student until December 2021
- Demonstrated leadership skills
- Demonstrated organizational, communication, and interpersonal skills
- Able to commit to and follow through with all Orientation Leader required dates and expectations as outlined above.
- Demonstrated 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
- Knowledge of and/or sensitivity to issues affecting students and their transition to Canada or to UBC
- Being flexible and adaptable to programming changes that may occur depending on needs of incoming new to UBC students.

Commitment to Equity and Inclusion

- Equity and diversity are essential to the academic community at UBC, and are essential to Orientations programming that will support all incoming students. A diverse leader community can help contribute to effective community building and to the empowerment of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.
- We expect **all applicants** to be committed to equity and inclusion, and leaders will be provided with ongoing training related to these topics. We expect all applicants to show respect for all people and their differences, demonstrate fairness and equity, work to understand the perspectives of others, promote cooperation and collaboration, bring out the best in others, demonstrate empathy and use respectful language.

To apply please submit your application online.

Application Link: https://ubc.ca1.qualtrics.com/jfe/form/SV_ealSvgyeAZZGF8

If you have any questions please email Paul Lee (Student Engagement Officer, Arts) at swpaul.lee@ubc.ca