

IMAGINE UBC 2021 ORIENTATION LEADER – Faculty of Science

Position Description

Imagine UBC and the University's first year transition programs serve as new students' formal welcome to the University, an invocation 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) and throughout the school year 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 5, 6 and 7. 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 250 Science Orientation Leaders

Primary Functions

As an Orientation Leader, you should expect to:

- Contribute to an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Build and support an engaged community of new-to-UBC students
- Facilitate delivery of Imagine UBC and Campus Welcome event
- Engage in personal and professional development
- Role model outstanding student leadership on campus
- Understanding the larger picture of Orientations at the University and assisting in the implementation of that vision
- Providing 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
- Assist with the delivery of the new-to-UBC Science Transition Experience by:
- Engaging in bi-weekly check-ins with the new-to-UBC students in your group **until December 2021.**
- Maintaining regular contact (via email, in person meetings, etc.) with your Imagine Senior Orientation Leader until December 2021.
- Providing updates to the Science Imagine UBC Orientations team regarding connections with New-to-UBC students and other information as required until December 2021.
- Engaging in various events throughout term 1 to help facilitate social connections between new-to-UBC Science students in your Orientation group (details to be confirmed and communicated at a later date).
- Engage in personal and professional development, including online development activities over the summer months (May – August)

We are also looking for Transfer Imagine Orientation Leaders

We are actively looking for strong Science student leaders who are interested in working with a diverse and dynamic population of Transfer students. Previous experience as a Science transfer student is an asset, but not required.

In addition to the Imagine UBC Orientation Leader requirements and time commitments below, leaders working with transfer students will:

- Begin connecting with transfer Science students in mid-June
- Communicate information regarding new-to-UBC student connections with the Science Imagine Orientations team on a regular and recurring basis
- Be flexible in participating in a variety of ways during the year in order to support transfer students

Time Commitment

Please note that all dates and time commitments listed below are **mandatory requirements** for this role. Before applying, please ensure you are available for all dates and times.

Time Period	Details
Late May 2021	Virtual Selection Process More details to come
<u>Pick ONE of the Following:</u> <ul style="list-style-type: none"> • June 20, 2021 7 - 8:30 pm PDT OR • June 21, 2021 8:30 – 10 am PDT 	Science Welcome: A Live Virtual Overview of the Orientation Leader Role
June 27 or June 28 As scheduled (max 2 hours)	Meet & Greet with Senior Orientation Leader Group Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
<u>Ongoing throughout July - September</u>	Asynchronous Online Training Modules To be completed on your own time (including online challenges and Community Building Education) Connections with incoming students Specific dates and details to come
Mid-July As scheduled (max 2 hours)	Community building event with OL team Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
Mid-August As scheduled (max 2 hours)	Community building event with OL team Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
September 5 – 6	Imagine UBC and Campus Welcome Training More information will be available in August. Please prepare for the possibility of being on the UBC Vancouver campus for this role on September 5th, 6th, and 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.
September 6	Campus Welcome Event More information will be available in late August.
September 7, 2021 All Day: 7am PDT - Late Evening	Imagine UBC More information will be available in late August.

	Please prepare for the possibility of being on the UBC Vancouver campus for this role on September 5th, 6th, and 7th, 2021.
Mid-October As scheduled (max 2 hours)	Community building event with OL team Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
September 23, 2021, 5:30 – 7 pm PDT September 30, 2021, 5:30 – 7 pm PDT November 25, 2021, 5:30 – 7 pm PST	Transition Experience Training with the Science Orientations Team
September – December	Ongoing Participation in the Transition Experience More information will be available throughout the summer and into September

Benefits of Participating

- Involvement in the University community
- 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:

- Leading an Orientation group of approximately 10 students
- Creating and animating communities of friendship and belonging for all new-to-UBC students
- Building peer relationships within your individual group, as well as amongst fellow Orientation Leaders
- Embracing your role as a UBC ambassador for student leadership and representative of the Program
- Communicating important updates from your Senior Orientation Leader to your group via email or other social media

Facilitate delivery of Imagine UBC by:

- Assisting with the organization and delivery of Imagine UBC activities for new-to-UBC students
- Maintaining proper 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
- Understanding the role that an Orientation Leader plays within a larger scope of leadership on the UBC Vancouver campus
- Actively participating as a member of a larger community of leadership across the UBC Vancouver campus

Desired Experience and Skills

- Must be a student in good academic standing and enrolled as a student in the Faculty of Science until December 2021
- Exceptional leadership skills
- Excellent organizational, communication, and interpersonal skills
- Excellent time management and conflict resolution skills
- Flexibility in planning, promoting, and facilitating new and innovative initiatives throughout the year
- Demonstrated ability to adapt to new and challenging experiences with 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

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.