

IMAGINE UBC & THE SPARK 2021 ORIENTATION LEADER UBC SAUDER SCHOOL OF BUSINESS

Position Description

There are two different position descriptions for the 2021 Sauder Orientation Leader role, one for students going into second year in September 2021 and one for students entering year 3+ in September 2021.

- [Year 2 position description](#)
- [Year 3+ position description](#)

IMAGINE UBC & THE SPARK 2021 ORIENTATION LEADER – YEAR 2 UBC SAUDER SCHOOL OF BUSINESS

Please note that this application is for students who will be entering their second year at Sauder in September 2021 and students who transferred into Sauder in 2020.

Position Description

Imagine UBC and The Spark serve as new students' formal welcome to the University and the UBC Sauder School of Business, an invocation to the learning community they have joined. Orientation programs help students begin to find and build a community at UBC, feel supported from their first day on campus and throughout 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 Spark, UBC Sauder's very own orientation program, is coordinated by a student executive team within the faculty.

The Imagine UBC and The Spark Orientation Leader position plays a crucial role in the delivery of 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), The Spark (September 11th – 12th, 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. 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 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, 7th, 11th, and 12th. 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 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 40 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 The Spark
- 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

Time Commitment

Please prepare for the possibility of being on the UBC Vancouver campus for this role on September 6th, 2021, September 7th, 2021, and September 11th – 12th, 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 to ensure accuracy of information.

- Participate in a 50-minute virtual selection process during May 2021
- Complete a mandatory, virtual Community Building Education course which may include up to 4 hours of synchronous and asynchronous learning activities
- Actively participate in online development activities throughout the summer
- Complete online training as required in late August/early September 2021
- Attend Summer End Off in July or August (TBC)
- Attend mandatory training on Monday, September 6th, 2021
- Attend and support students through a Campus Welcome event on Monday, September 6th, 2021
- Lead/support a group of students at Imagine UBC on Tuesday, September 7th, 2021
- Attend The Spark as a participant on Saturday, September 11th, 2021. Possible additional training on this day.
- Lead/support a group of students at The Spark on Sunday, September 12th, 2021

Benefits of Participating

- Involvement in the University and faculty 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 15-30 students on September 6th, September 7th, and September 12th
- Participating in The Spark on September 11th
- 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 and The Spark by:

- Assisting with the organization and delivery of Imagine UBC and The Spark 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
- 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 until December 2021
- 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 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.

IMAGINE UBC & THE SPARK 2021 ORIENTATION LEADER – YEAR 3+ UBC SAUDER SCHOOL OF BUSINESS

Please note that this application is for students who will be entering year 3+ at Sauder in September 2021.

Position Description

Imagine UBC and The Spark serve as new students' formal welcome to the University and the UBC Sauder School of Business, an invocation to the learning community they have joined. Orientation programs help students begin to find and build a community at UBC, feel supported from their first day on campus and throughout 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 Spark is coordinated by a student executive team within the faculty.

The Imagine UBC and The Spark Orientation Leader position plays a crucial role in the delivery of 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), The Spark (September 11th – 12th, 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. 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 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, 7th, 11th, and 12th. 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 100 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 The Spark
- 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

Time Commitment

Please prepare for the possibility of being on the UBC Vancouver campus for this role on September 6th, 2021, September 7th, 2021, and September 11th – 12th, 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 to ensure accuracy of information.

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- Actively participate in online development activities throughout the summer
- Complete online training as required in late August/early September 2021
- Attend Summer End Off in July or August (TBC)
- Attend mandatory training on Monday, September 6th, 2021. Possible additional training for The Spark – TBC.
- Lead/support students through a Campus Welcome event on Monday, September 6th, 2021
- Lead/support a group of students at Imagine UBC on Tuesday, September 7th
- Lead/support students through The Spark on Saturday, September 11th (year 2 and transfer students) and Sunday, September 12th, 2021 (first-year students)

Benefits of Participating

- Involvement in the University and faculty 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 15-30 students on September 6th, September 7th, and September 11th & 12th
- 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 and The Spark by:

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Desired Experience and Skills

- Must be a student in good academic standing and enrolled as a student until December 2021
- 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 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.
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