

# IMAGINE UBC 2021 ORIENTATION LEADER – Engineering

## 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.

The First Year ENGagement Program runs from July to the end of August and is designed to help new-to-Engineering students build community which then continues into Imagine UBC. This program will be facilitated online and is relatively flexible in terms of the time commitment.

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. After Imagine, there is a small commitment required for the Engineering Transition Program which is designed to support new to UBC students throughout their first term.

The First Year ENGagement Program/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 throughout the months of July and 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 6<sup>th</sup>, 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 6<sup>th</sup> and 7<sup>th</sup>. 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 75 First Year ENGagement Program/Orientation Leaders

## Primary Functions

As a First Year ENGagement Program/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 (virtually and in-person)
- Facilitate delivery of Imagine UBC
- 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 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 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 as led by APSC and Senior Orientation Leaders
- Complete synchronous online training as required in June and late August/early September 2021.
- Attend mandatory training in June 2021 date TBC
- Attend mandatory training and on Monday, September 6<sup>th</sup>, 2021
- Attend and support students through a Campus Welcome event on Monday, September 6<sup>th</sup>, 2021
- Attend Imagine UBC on Tuesday, September 7<sup>th</sup>, 2021

## 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 12-15 students from July to August to help build community and on September 7<sup>th</sup>
- Leading a group of students at the Campus Welcome event on September 6<sup>th</sup>
- 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
- 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.