



## **School of Architecture + Landscape Architecture (SALA) Senior Orientation Leader – UBC Orientations, Centre for Student Development and Leadership**

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 that is built on equity and mutual respect. Imagine UBC helps students begin to find 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 and meet the challenges of our local and global communities.

Imagine UBC is coordinated through 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 Senior Orientation Leader position plays an important role in the recruitment, development and oversight of student leaders involved in Imagine UBC. The Senior Orientation Leader provides both direct and indirect peer support to a cohort of first year students.

We anticipate that this role will take place primarily in person in September 2024. During the summer of 2024, you may participate in this role virtually. The delivery of Orientations programming and this role may change. If you have questions about what this might look like, please contact us.

This volunteer posting is for 2 Senior Orientation Leaders.

Note: Recruitment for other Orientation & Transition Leader roles, including Imagine UBC Orientation Leaders, will begin in April 2024.

### **Primary Functions:**

Senior Orientation Leaders in SALA have two major functions:

#### **Build and Support an Engaged Community of Orientation Leaders**

Within each Faculty/School, participating student leaders are placed into groups of approximately 10 people. These teams are led by the Senior Orientation Leader.

This encompasses:

- *Building and maintaining a respectful environment for others in all University-related activities.*
- *Building peer relationships.*
- *Modeling professionalism and leadership.*
- *Embracing your role as a UBC ambassador for student leadership.*
- *Communicating important updates from UBC staff regarding the Orientation and Transition program to your team via email or other social media.*
- *Providing support to the development of the student leaders in your team through their summer skill development online training program.*
- *Motivating team members to stay engaged for the duration of their roles and to build a successful team!*
- *Maintaining contact with your team in Term 1 to support them as they continue to engage with their new-to-UBC students throughout their transition experience.*



### Imagine UBC Logistical Planning and Delivery

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas and provide feedback on Orientation & Transition programs.

This encompasses:

- *Providing leadership and active participation as a member of a larger community of student leaders across the UBC Vancouver campus.*
- *Assisting with the facilitation of Orientation Leader recruitment and hiring.*
- *Assisting with the organization of Imagine UBC activities for new-to-UBC and transfer students.*
- *Maintaining proper communication throughout the planning process to ensure successful program delivery.*
- *Support Orientation Leaders and new-to-UBC students during Imagine UBC, responding to questions, helping with activity implementation, and reacting quickly and appropriately if any issues arise*
- *Support the Staff Advisor for SALA on Imagine UBC*

#### **Time Commitment – Senior Orientation Leaders must:**

- Attend monthly meetings throughout the academic year and in summer months leading up to Imagine UBC and after Imagine UBC (usually once a month, 1.5-2 hrs, April 2024 to December 2024)
- Attend a leadership training day on **April 15<sup>th</sup>, 10 am - 3 pm**, tentatively planned to be in person at UBC Vancouver
- Attend an Orientation Leader selection training day on **May 15<sup>th</sup>, 2024, from 5:30-6:30pm** virtually
- Assist with Orientation & Transition Leader recruitment in April-May 2024.
- Facilitate Orientation & Transition Leader hiring process, virtually (May 2024, with additional opportunities to support in July, approximately 8-10 hours).
- Complete Community Building Education online course
- Attend training for role in late August/early September 2024
- Complete asynchronous role training as required in late August/early September 2024
- Attend Imagine UBC: **Tuesday, September 3rd, 2024**
- Maintain regular contact (via email, meetings, etc.) during the summer with UBC Staff.
- Maintain regular contact (via email, meetings, etc.) with your team of Orientation Leaders and facilitate the completion of online learning modules during the summer.
- Provide updates from UBC staff to your leaders.
- Follow up with your team after Imagine UBC.

#### **Skills and Qualifications required:**

- Current undergraduate student in SALA
- Recognizes the importance of their role as a positive role model and representative of UBC and SALA.
- Demonstrated leadership skills.
- Excellent organizational, communication, and interpersonal skills.



- Able to commit to and follow through with all Senior Orientation Leader required dates and expectations as outlined above.
- 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.
- Knowledge of UBC and volunteer/work experience on campus.
- Knowledge and/or sensitivity to issues affecting students and their transition to Canada or to UBC
- Previous experience with UBC Orientations as a Leader is an asset but is not required.
- Being flexible and adaptable to programming changes that may occur depending on needs of incoming new to UBC students.

**Skills and Experiences to be enhanced through your involvement as a Senior Orientation Leader:**

- Facilitation skills (leading a group of 10-15 peers, leading online learning and reflection, assisting with facilitation of different events and sessions, etc).
- Written and oral communication skills (email correspondence, public speaking, etc).
- Time management and organization skills.
- Active listening skills and awareness of the needs of students in transition.
- Problem-solving and trouble-shooting experience.
- Experience working with diverse teams, including peers, staff, and faculty.

**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.