

## **IMAGINE UBC & THE SPARK 2024 ORIENTATION LEADER** **UBC Sauder School of Business**

### **Position Description**

Orientations at the UBC Sauder School of Business welcomes over 900 new students to the school every September through signature events, such as [Imagine UBC](#) and [The Spark](#). These programs inspire new students to consider the possibilities available to them at UBC Sauder, and help them build connections, feel supported, and prepare for their educational journey.

Imagine UBC is coordinated through the Centre for Student Development and Leadership 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 the Undergraduate Office, Student Engagement Development team and a student executive team within the faculty.

This position plays a crucial role in the delivery of UBC Orientations by providing direct peer support to new students on Imagine UBC (September 3rd, 2024) and The Spark (September 6th and 7th, 2024).

This role will take place in person in September 2024 and your in-person attendance is mandatory in September. During the summer of 2024 (June-August), you will participate in this role virtually.

This volunteer posting is for **120 Orientation Leaders**. If you have questions, please contact [orientations@sauder.ubc.ca](mailto:orientations@sauder.ubc.ca).

### **Primary Functions & Responsibilities**

#### *1. Build and support an engaged community of new-to-UBC students by:*

- Co-leading a group of 15-30 direct from high school students (or 30-40 transfer students) on September 3<sup>rd</sup>, 6<sup>th</sup>, and 7<sup>th</sup> with a team of other Orientation Leaders.
- Creating communities of friendship and belonging for all new-to-UBC students.
- Building peer relationships within your group, and amongst fellow Orientation Leaders.
- Embracing your role as a UBC ambassador for student leadership and representative of Imagine UBC and the UBC Sauder School of Business.
- Communicating important updates from your Senior Orientation Leader and/or Orientations Staff to your group via email or Slack.
- Providing informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed.

#### *2. Facilitate delivery of Imagine UBC and The Spark by:*

- Assisting with the delivery of Imagine UBC and The Spark activities.
- Maintaining proper communication with Orientation Staff and other Orientation Leaders throughout planning and on event days to ensure successful program delivery.
- Providing feedback for program delivery and creating recommendations moving forward.

#### *3. Engage in personal and professional skill development by:*

- Developing skills in communication, teamwork, social/community organization, analysis and problem solving, initiative and motivation, willingness to learn, and adaptability.

- Actively contributing to the community of your team of other Orientation Leaders.

#### 4. *Role model outstanding student leadership on campus by:*

- Upholding UBC's [Respectful Environment Statement](#) as a member of UBC's community.
- Embracing the role as an ambassador for leadership and representation at UBC Sauder.
- Participating as a member of a larger leadership community across UBC Vancouver.
- Contributing to an environment at UBC that is dedicated to excellence, equity, and mutual respect and understanding the larger picture of Orientations.

#### **Time Commitment**

- Complete a virtual Community Building Education course which includes 4 hours of synchronous and asynchronous learning activities.
- Actively participate in online development activities and training throughout the summer (June-August).
- Attend training in-person on Monday, September 2<sup>nd</sup>, 2024.
- Attend Imagine UBC in-person on Tuesday, September 3<sup>rd</sup>, 2024.
- Attend The Spark in-person on Friday, September 6<sup>th</sup> – Saturday, September 7<sup>th</sup>, 2024.
- If located in Vancouver, attending Initial Spark in-person on July 20/27 (TBC) is strongly recommended.

#### **Benefits of Participating**

- Involvement in the University and the UBC Sauder community.
- Build and be part of respectful and inclusive communities.
- Develop group and online facilitation, communication, community development, public speaking and team building skills through leading a group of up to 40 new students.
- Build connections with university staff and peers, and give back to UBC community.

#### **Desired Experience and Skills**

- Must be a student in good academic standing and enrolled as an undergraduate student in the UBC Sauder School of Business until December 2024.
- Exceptional leadership skills, organizational, communication, and interpersonal skills.
- Excellent time management and conflict resolution skills.
- 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 student peers and mentees, volunteers, and staff.
- Desire to engage in professional, personal, and program development opportunities.
- Prior volunteer or work experience and knowledge of UBC Sauder is preferred, but not required.
- Knowledge of or sensitivity to issues affecting students in their transition to Canada/UBC.

#### **Commitment to Equity and Inclusion**

- Equity and diversity are essential to the 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/expression, racialization, disability, political belief, religion, marital/family status, age, 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, submit your application online:**  
[https://ubc.ca1.qualtrics.com/jfe/form/SV\\_b87N4qYqJFzpMRU](https://ubc.ca1.qualtrics.com/jfe/form/SV_b87N4qYqJFzpMRU)