

## IMAGINE UBC 2024 ORIENTATION LEADER – Faculty of Science

[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 campus-wide implementation of Imagine UBC is coordinated through the Centre for Student Development and Leadership within the Vice President, Students' portfolio. Within the Faculty of Science, we work closely with these colleagues and other staff, faculty and students from across the University in the development and implementation of the program, with specific intention around the programming that we develop for UBC Science students.

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 throughout the summer, and by providing direct peer support to this group on Imagine UBC (September 3rd, 2024) through to mid-October.

This role will take place 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.

In 2024, we are seeking 180 Imagine UBC Orientation Leaders in the Faculty of Science.

### *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
- Engage in personal and professional development
- Role model outstanding student leadership on campus
- Understand the larger picture of orientations at the University and assist in the implementation of that vision
- Provide informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed
- Actively contribute 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 October 12, 2024**
- Maintaining regular contact (via email, in person meetings, etc.) with your Imagine Senior Orientation Leader until October 12, 2024
- Providing updates to the Science Imagine UBC Orientations team regarding connections with new-to-UBC students and other information as required until October 12, 2024
- 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 early July
- 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 throughout the role 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 2024	<b>Virtual Selection Process</b> More details to come
Thursday June 13 5:30 – 7 pm	<b>Science Welcome: A Live Virtual Overview of the Orientation Leader Role + an opportunity to meet your Senior Orientation Leader team</b>
Thursday June 20 As scheduled (max 2 hours)	<b>Community building event with OL team</b> Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
<u>Ongoing throughout June - October</u>	<b>Asynchronous Online Training Modules</b> To be completed on your own time (including online challenges and Community Building Education)  <b>Connections with incoming students</b> Specific dates and details to come

Thursday July 18 As scheduled (max 2 hours)	<b>Community building event with OL team</b> Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
Thursday August 29 As scheduled (max 2 hours)	<b>Community building event with OL team</b> Specific meet-up time will be coordinated by the Senior Orientation Leader working with your group
September 1 – 2	<b>Imagine UBC Training</b> More information will be available in August. If you will be away for the summer, please plan to return to campus by August 31, 2024.
September 3, 2024 All Day: 7 am - Evening	<b>Imagine UBC</b>
September – October 12	<b>Ongoing check-ins with new-to-UBC Science students</b>
Thursday September 26 5:30 – 7 pm	<b>Debrief meeting with Senior Orientation Leader Team</b> Please prepare for this event to be in-person on campus. COVID Safety plans and procedures will be established and shared with you prior to and closer to the event dates.
Thursday October 10 5:30 – 7 pm	<b>Position Wrap-up with Science Student Engagement</b> Please prepare for this event to be in-person on campus. COVID Safety plans and procedures will be established and shared with you prior to and closer to the event dates.

### *Benefits of Participating*

- Involvement in the University community
- Build respectful and inclusive communities
- Develop group facilitation, online facilitation, effective communication, community development, and team building skills
- Build 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 first-year or transfer students
- Creating and maintaining 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
- 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 an undergraduate student in the Faculty of Science until December 2024
- 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.