Faculty of Forestry Senior Orientation Leader – UBC Orientations, Centre for Student Involvement and Careers

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 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 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.

Due to the ongoing impacts of the Covid-19 pandemic, the details of this role may change during the planning process for Imagine UBC. We anticipate that this role will take place virtually in the Spring of 2020, but there may be both in-person and virtual components in the Summer and Fall of 2021, depending on provincial safety measures and the university’s approach to learning in 2021. If you have questions about what this might look like, please contact us.

This volunteer posting is for 4 Senior Orientation Leaders.

Note: Recruitment for other Orientation & Transition Leader roles, including Orientation Leaders, will begin in May 2021.

Primary Functions:

Senior Orientation Leaders in the Faculty of Forestry have three major functions:

| Build and Support an Engaged Community of Orientation Leaders |

Senior Orientation Leaders play a major role in building community and fostering a culture of care and support amongst all orientation leaders so that they are prepared to welcome incoming students. Orientation leaders are placed into teams of approximately 5-10 people. Each team is led by a Senior Orientation Leader who provides ongoing support, communication and guidance for their team members throughout the summer months.

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 communications.*
- *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 in their role as Transition Leaders.*
Imagine UBC Logistical Planning and Delivery

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas and provide feedback on Orientation programming to facilitate social connections and support the academic preparedness of new to UBC Forestry students.

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 selection.
- 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 Student Engagement Officer for the Faculty of Forestry on Imagine UBC.

Transition Program Delivery

The Faculty of Forestry Transition Program is designed to support new to UBC students throughout their first term by providing opportunities for social connection, academic support, community building, and supporting students' wellness.

This encompasses:

- Understanding the larger picture of Orientations and Transition at the University and assisting in the implementation of that vision.
- Leading a team of Orientation Leaders in designing, planning, and facilitating a program or event for new Forestry students based on one or more of the following topics: social connection, community building, health & wellbeing, and/or academic support.
- Assisting in the evaluation of the program and articulating recommendations moving forward.

Time Commitment – Senior Orientation Leaders must:

- Attend occasional meetings throughout the academic year and in summer months leading up to Imagine UBC and after Imagine UBC (usually once every 2 months, 1-1.5 hrs, April 2021 to November 2021).
- Attend a leadership retreat (May 6, 2021 between 4pm and 9pm PDT (timing to be confirmed)).
- Facilitate Orientation & Transition Leader Recruitment (throughout April/May 2021).
- Assist with the facilitation of Orientation & Transition Leader hiring process (throughout May 2021 – roughly 10 hours).
- Complete Community Building Education online course.
- Attend training for role in late August/early September 2021, including supporting and facilitating Imagine training for Forestry Orientation Leaders.
- Complete any additional asynchronous role training as required in late August/early September 2021.
- Attend and support Imagine UBC: Tuesday, September 7th, 2021.
- 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 the Faculty of Forestry.
• Recognizes the importance of their role as a positive role model and representative of UBC and the Faculty of Forestry.
• 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 5-10 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.
Timeline of Position

- April – December 2021:
  - Attend occasional meetings throughout academic year and summer months (usually once every 2 months, 1-1.5 hrs, April 2021 to November 2021)
- April/May:
  - Facilitate Orientation Leader Recruitment
- May:
  - Attend a leadership retreat (date TBA)
  - Assist with the facilitation of Orientation & Transition Leader hiring process (roughly 4-8 hours)
- Summer:
  - Complete Community Building Education online training module
  - Support online summer orientation opportunities for new students
- Late August/early September:
  - Attend Imagine Day training for Senior OLs
  - Complete asynchronous role training as required
  - Lead components of Imagine Day training for Orientation Leaders
- September 7th:
  - Attend and support Imagine Day
- September-November:
  - Lead and participate in Forestry Transition Program