



Faculty of Land and Food Systems (LFS) Senior Orientation Leader Imagine UBC Day, UBC Orientations

Imagine UBC Day serves as new students' formal welcome to the University, an invocation to the learning community that is built on equity and mutual respect. Imagine UBC and LFS Reach Out, Orientation, Transition and Study Skills (ROOTSS) 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. This role will assist in the develop of the new-to-LFS student experience through supporting Orientation Leaders, the implementation of the LFS ROOTSS programming and the LFS Imagine UBC Day experience. The Senior Orientation Leader provides both direct and indirect peer support to a cohort of new-to-LFS 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 Thilini, LFS Student Engagement Officer at thilini.leitan@ubc.ca.

This volunteer posting is for 7-8 LFS Senior Orientation Leaders (these positions will support Orientation Leaders working with both transfer and first-year students).

- 5-6 Senior Orientation Leaders will be working directly with developing and supporting the programming for First-Year LFS Students (majority of which are direct entry from high school).
- 1-2 Senior Orientation Leaders will be working directly with developing and supporting the programming for Transfer LFS Students (transferring from another university or college, including UBC Okanagan, or from another faculty/school/program within UBC Vancouver).

All 7-8 LFS Senior Orientation Leaders, regardless of being designated as First-Year or Transfer, will work closely as a single, cohesive team to help build out and implement the Imagine UBC Orientation Experience for new-to-LFS students.

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

Primary Functions:

Senior Orientation Leaders in LFS 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 support and community amongst all Orientation Leaders so that they are prepared to welcome incoming students LFS Orientation Leaders are placed into teams of approximately 8-12 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 LFS ROOTSS program to your team via email or other social media.
- Design and delivery summer training for Orientation Leaders through building the LFS Imagine Canvas platform, workshops and presentations.
- 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.
- Encourage Orientation Leaders to connect and build a relationship with the Orientation Leader partner.

Imagine UBC Logistical Planning and Delivery

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas and provide feedback on Orientation & LFS ROOTSS 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 selection
- Assisting with the organization of Imagine UBC Day activities for new-to-LFS students.
- Maintaining communication with the Student Engagement Officer, other Senior Orientation Leaders and Orientation Leaders throughout the planning process to ensure successful program delivery.
- Support Orientation Leaders and new-to-LFS students during Imagine UBC, responding to questions, helping with activity implementation, and reacting quickly and appropriately if any issues arise.
- Support the LFS Student Engagement Officer on Imagine UBC.
- *Support the development and implementation of safety plans for on-campus activities with the guidance & oversight of the LFS Student Engagement Officer, if there is a university & Faculty return to campus plan.*

LFS ROOTSS Program Delivery

The LFS ROOTSS Program is designed to support new-to-LFS students from their acceptance in the Faculty till the end of their first year in the Faculty.

This encompasses:

- Contributing to Canvas modules as requested by the LFS Student Services team.
- Designing, developing and hosting social events through the ROOTSS platform for new-to-LFS students.
- Participating in the social discussion boards through introducing yourself and providing your perspective on your student experience in the LFS ROOTSS Canvas portal.
- Encouraging Orientation Leaders to participate in the discussion boards and attend LFS ROOTSS social events with their new-to-LFS students.
- Assisting in the evaluation of the program and articulating recommendations moving forward.

As regulations change there may be additional duties assigned. These will be a discussion with the LFS Student Engagement Officer and your feedback will be valued throughout this process.



Time Commitment:

Training and Development:

- Attend a UBC-wide Senior Orientation Leader Training (tentatively May 6, 2021).
- Complete Community Building Education online course.
- Attend synchronous role specific training in late August/early September 2021.
- Complete asynchronous role training as required in late August/early September 2021.

Leader Selection and Development:

- Facilitate Orientation & Transition Leader Recruitment (throughout May 2021).
- Assist with the facilitation of Orientation & Transition Leader hiring process (throughout May 2021 – roughly 10 hours).

Program Development and Management:

- Throughout the role Senior Orientation Leaders are expected to contribute ~3-5 hours per a week to ensure weekly tasks are completed and attend meetings.
- Attend monthly meetings leading up to Imagine UBC and after Imagine UBC (usually bi-weekly, 1-2 hrs March 2021 to October 2021).
- Attend and support the delivery of Imagine UBC: Tuesday, September 7th, 2021.
- Maintain regular contact (via email, meetings, etc.) 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.

As regulations change there may be an additional time commitment required. These will be a discussion with the LFS Student Engagement Officer and your feedback will be valued throughout this process.

Skills and Qualifications required:

- Current undergraduate student in the Faculty of Land and Food Systems
- Recognizes the importance of their role as a positive role model and representative of UBC and LFS.
- 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.
- Experience facilitating community building and discussions in an online and in-person environment is an asset but not required.



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.