THE UNIVERSITY OF BRITISH COLUMBIA

UBC Sauder Senior Orientation Leader

Imagine UBC and The Spark serve as a formal welcome to the University and the UBC Sauder School of Business for new students, an invocation to the learning community that is built on equity and mutual respect. These orientation programs help 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 Spark is coordinated by a student executive team within the faculty, with guidance from the UBC Sauder Undergraduate Office.

The Senior Orientation Leader position plays an important role in the recruitment, development and oversight of student leaders involved in Imagine UBC and The Spark. 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 processes for Imagine UBC and The Spark. We anticipate that this role will take place virtually in the Spring of 2021, 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 7 Senior Orientation Leaders. We are looking for 5 Senior Orientation Leaders for first-year student groups, and 2 Senior Orientation Leader for transfer student groups. The time commitment is from March to September 2021, with 2-5 hours per week for meetings and other tasks (depending on time of year), in addition to the required events and training (see below).

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

Primary Functions:

Senior Orientation Leaders in UBC Sauder have two major functions:

Build and Support an Engaged Community of Orientation Leaders

Senior Orientation Leaders support a group of approximately 15-25 Orientation Leaders.

This encompasses:

- *Assisting with the facilitation of Orientation Leader recruitment and hiring.*
- *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 work alongside the Student Engagement Team to 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 UBC Sauder on Imagine UBC.*
- *Assisting in the evaluation of all orientation programs and articulating recommendations moving forward.*

Time Commitment – Senior Orientation Leaders must:

- Attend weekly/bi-weekly (to be decided by the team) meetings from March – September 2021. Some occasional meetings after Imagine UBC (September 2021 to December 2021).
- Attend leadership training on May 6, 2021 between 4pm and 9pm PDT (timing to be confirmed)
- Facilitate Orientation Leader Recruitment (throughout April/May 2021).
- Assist with the facilitation of Orientation Leader hiring process (throughout May 2021 – roughly 10 hours).
- Complete Community Building Education online course.
- Complete asynchronous/synchronous role training as required in late August/early September 2021.
- Attend Imagine UBC: Tuesday, September 7th, 2021.
- Attend The Spark: Saturday, September 11 & Sunday, September 12
- 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 UBC Sauder BCom program in good academic standing. By applying to this position, you consent to academic checks to ensure maintained positive academic standing in the faculty.
- Recognizes the importance of their role as a positive role model and representative of UBC and the UBC Sauder School of Business.
- 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 15-25 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.

To apply, submit your application online, including a resume and cover letter (saved as one PDF document).

https://ubc.ca1.qualtrics.com/jfe/form/SV_0vc5GUWC9VArHfM

Applications close Sunday, February 28, 2021 at 11:59pm.

If you have any questions, please contact Olivia Hauck (olivia.hauck@sauder.ubc.ca), Student Engagement and Development Advisor, UGO, UBC Sauder.