



Imagine Science 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 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 **16** Senior Orientation Leaders that fall into two categories:

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

All 16 Science 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 the Faculty of Science.

The Science Senior Orientation Leader position begins on May 1, 2021.

Note: Recruitment for other Orientations-related roles, including Orientation Leaders, will begin in May 2021.

Primary Functions:

Senior Orientation Leaders in Science (both First-Year and Transfer) have **three** major functions:

Build and Support an Engaged Community of Orientation Leaders

Within each Faculty/School, participating student leaders are placed into groups of approximately 10 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 Orientations Experience 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 throughout the summer and in Term 1 to support them as they continue to engage with their new-to-UBC students throughout the Transition Experience.

Imagine UBC Logistical Planning and Delivery

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas, and provide feedback on the Imagine UBC Orientations Experience.

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 Science 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 Advisors for Science on Imagine UBC*

Transition Experience Delivery

The Science Transition Experience is designed to support new to UBC students through the summer and throughout their first term (May 2021 – Dec 2021).

This encompasses:

- Understanding the larger picture of Orientations and Transition at the University and assisting in the implementation of that vision.
- Assisting with the communication and implementation of events and initiatives between May – Dec 2021.
- Supporting the ongoing development of Orientation Leader Team (May 2021 – Dec 2021), which includes online and in-person check-ins with the Orientation Leaders, and connecting them with resources and ideas to aid in the support of new-to-UBC students.
- Assisting in the evaluation of the program and articulating recommendations moving forward.
- Helping with the hiring and onboarding of next year's Science Senior Orientation Leader team (including participating in the hiring process, creating transition documents, and taking on formal mentorship roles in 2022).

Time Commitment – Senior Orientation Leaders must:

- Attend and engage in the Science Senior Orientation Leader Professional Development day on May 1, 2021
- Attend and engage in leadership training on May 6, 2021 between 4pm and 9pm PDT (timing to be confirmed)



- Maintain availability on **Thursdays from 5 - 7pm** for Senior Orientation Leader meetings, including Senior Orientation Leader development, Science specific meetings, Orientation team meet-ups, etc. Meetings will take place 2-3 times monthly from May – August and weekly from September – December. A schedule will be provided to you at the start of your role.
- Assist with the Orientation Leader Recruitment process (May 2021).
- Assist with the facilitation of the Orientation Leader hiring process (throughout May 2021 – roughly 10 hours).
- Complete Community Building Education online course
- Attend and engage at Imagine UBC training sessions (September 4 - 6, 2021; please hold your availability on **all three days** for now, exact times will be communicated later on).
- Attend and engage on Imagine UBC: Tuesday, September 7, 2021.
- Maintain regular contact (via email, virtual meetings, etc.) throughout your role with UBC Staff.
- Maintain regular contact (via email, virtual meetings, etc.) throughout your role with your team of Orientation Leaders to support in community building, provide updates from UBC Staff, facilitate the completion of online learning modules during the summer, and to support them during the Transition Experience.
- Regularly follow up with your Orientation team after Imagine UBC, and hold them accountable to engaging in mandatory Imagine UBC Science Transition Experience training sessions and events (dates and times will be outlined in their position descriptions).
 - **Note:** your attendance may be required at the Transition Experience events to lend support; the specific details will be communicated to you later on.

Skills and Qualifications required:

- Current undergraduate student in the Faculty of Science.
- Recognizes the importance of their role as a positive role model and representative of UBC Science.
- 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 and/or to UBC.
- Previous experience with UBC Orientations as a Leader is an asset but is not required.
- Ability and willingness to work independently and as part of a team with students, volunteers, and staff.
- Being flexible and adaptable to programming changes that may occur depending on the COVID-19 pandemic as well as on the 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 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, providing effective feedback, etc).
- Time management and organization skills.



- Active listening skills and awareness of the needs of students transitioning into university.
- Problem-solving and trouble-shooting experience.
- Experience working with diverse teams, including peers, staff, and faculty.
- Experience facilitating a hiring process.
- Experience with event planning and implementation, and project management.
- Experience with managing a team of approximately 10 people

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.