

UBC Collegia Advisor Job Description 2018-2019

Position Summary

UBC Collegia is a “home away from home”, where first-year commuter students can connect to a community. Students are placed into a particular collegium, where they can use the space to socialize, study, eat, relax between classes and activities. Over the year, a first-year commuter student will get to know fellow collegium members and form friendships. UBC Collegia provides a physical environment, which only comes to life through the involvement of the UBC Collegia Advisors. The UBC Collegia Advisors act as a vital peer network through the education of members in the different resources available to first year UBC students as well as the sharing of their own experiences. The student staff member acts as a UBC ambassador through role modeling and active engagement, which in turn drives the success of UBC Collegia. As part of the suite of First Year Experience programming, UBC Collegia is seeking undergraduate students to help support first year commuting students as they transition to UBC from high school both academically and socially. Student advisors will greet members, answer questions, liaison with faculty and serve as space stewards, while educating students through both passive and social programs.

Description of Duties

A student advisor’s duties and responsibilities can be divided up two ways:

1. Maintaining the physical space. This means all duties that ensure the collegium environment is warm, comforting and safe, such as:

- a) Perform general upkeep of the space during each shift to maintain a clean and tidy environment
- b) Perform opening and/or closing duties
- c) Respond to inquiries or requests via phone, email and in person in a professional manner
- d) Staff the Front Desk
- e) Monitor inventory supplies and equipment
- f) Communicate with Collegium members, colleagues and supervisors
- g) Handle booking of resources/equipment available within the space
- h) Keep accurate records of who, how and when members are using the Collegium
- i) Ensure all members sign in each time they use the Collegium
- j) Report any facilities concerns
- k) Other administrative duties as assigned

2. Building and maintaining the community space. This means all duties that are required to create a community in which UBC Collegia members feel included and supported in the beginning, but also allowing for growth and challenge to occur later in the year. A student will be expected to:

- a) Work in UBC Collegia to greet students, answer questions, direct visitors, and offer general information
- b) Know all members by name and get to know as many members as possible while actively engaging with them during their shift
- c) Engage members in discussion and determine programming needs
- d) Propose, implement and evaluate 2 social/educational active programs per semester for Collegium members using themes of community & transition, academic engagement, health and wellness, and career development
- e) Develop and implement one educational passive program each semester
- f) Implement two yearlong programs that highlight resources found on the UBC Campus

- g) Support and facilitate connections between members, introduce members to each other to build community
- h) Maintain, contribute to and moderate the UBC Collegia Facebook group, as well as contributing to UBC Collegia's online presence in social media
- i) Uphold community standards within the space and address any disruptive, disrespectful and/or inappropriate behaviour
- j) Establish a rapport with and support the UBC Collegia Faculty Fellow
- k) Be knowledgeable of campus and community resources (including academic, social, safety, health and others), and able to refer members as appropriate
- l) Provide coaching on involvement and academic resources
- m) Be a role model in the community by observing community standards and university rules and regulations
- n) Engage in on-going professional development and reflection
- o) Attend weekly staff meetings, one on ones and other meetings as appropriate
- p) Maintain communication with team members via regular updates and to complete verbal and written reports in a timely manner
- q) Give tours of the collegium to visitors and groups
- r) Perform other duties as assigned

Supervision Received

This position works directly with three people:

- 1) supervisor from the Centre of Student Involvement and Careers (CSIC)
- 2) a First Year Experience coordinator from the CSIC
- 3) a UBC Senior Collegia Advisor

All three supervisors work together with the UBC Collegia Advisor to work on professional and career development while relating those learned skills to the work that the student will do in UBC Collegia. The employee adheres to the policies, procedures, and expectations set in the UBC Collegia and will use the three supervisors in any decision-making that may occur outside of their responsibilities. The Collegia Advisor is involved in weekly meetings run by the First Year Experience Coordinator and the UBC Senior Collegia Advisor, focusing on logistics and programming. Throughout the duration of the year, Collegia Advisors will have three one-on-ones that focus on professional development in the context of their role in UBC Collegia. These will be conducted with their First Year Experience Coordinator and Senior Collegia Advisor.

Level of Complexity

Over the year, the student will get to know fellow collegium members and form friendships. UBC Collegia provides a warm, physical space, but that space becomes real and valuable to members due to the Collegia Advisors. The UBC Collegia Advisor acts as a vital peer network, able to share their own experiences as well as educate members in all the different resources available to first year students at UBC. The student staff member acts as a UBC ambassador through role modeling and active engagement, which in turn drives the success of UBC Collegia. This peer-peer model is the main complexity of the role as a student advisor has to be trained in active listening, active witnessing and social interaction skills, in order to build trust with the members. During the year, Collegia Advisors will refine their communication skills, allowing them to learn when to listen and when to coach first year students during peer helping conversations which take place throughout the year.

Connection to the Goals of the Centre for Student Involvement and Careers (CSIC)

This position offers an excellent student leadership opportunity which aligns with the focus of the CSIC. The CSIC looks at how experiential learning can provide the vehicle for student involvement and career connections to happen. A UBC Collegia Advisor will learn a myriad of skills that are essential to the workplace. Whether it is developing communications skills, learning how to work with others, developing a sound program, figuring out how to connect with students, or learning what it takes to be a mentor, a UBC Collegia Advisor will have an immersive year-long experience, one which the student is empowered to design their learning, yet feel like he/she has been given the proper supportive training. Having a common goal of developing a collective community will provide the overall framework and larger motivations of why UBC Collegia is important to the campus as a whole.

Skills required:

- Knowledge of UBC programs, initiatives, and involvement opportunities on campus and ability to refer accordingly
- Excellent verbal and written communication skills
- Interest and experience in programming for students and understanding of the commuter student experience
- Demonstrated skills in community building
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set
- Strong interpersonal skills and ability to motivate and inspire others
- Excellent computer skills (word processing, e-mail, spreadsheets, writing for the web)
- Demonstrated initiative, leadership and organizational skills
- Creativity, enthusiasm and commitment
- Intercultural sensitivity
- Work with diverse populations and build inclusive communities
- Problem solving and critical thinking skills
- Event planning
- Ability and willingness to work independently and as part of a team with students and staff

Education level

Eligible candidates must be enrolled at UBC-V for studies in the 2018-19 academic year and meet the requirements for Work Learn. A student advisor has to be enrolled at the undergraduate level.

Student Learning Components

UBC Collegia's approach allows a UBC Collegia Advisor to take ownership and be active in their development. The program will strive to provide learning opportunities for the student staff to engage with and then take those skills to utilize within their own personal world or within the UBC Collegia environment. UBC Collegia encourages practical application of skills learned in the program.

Training and Orientation

All staff receive the following training:

A) UBC Collegia Advisor Orientation: A five day immersive and extensive leadership training involving a multitude of training in a wide-breadth of issues that are essential when working in a community of students. Topics of workshops include:

- Engaging with peers
- Community building through understanding and community building through action

- Active listening and peer helping
- Sexual assault response training
- Team building
- Program training and planning
- Role-playing exercises
- Strength Finders Identity & Team Development

B) Orientation 2018 & Imagine UBC training:

- Facility tour and collegium orientation
- Establishing protocol and responsibilities of their shift work
- Run-through of the opening and closing duties of an advisor
- Training on communication methods for recording or sharing of information
- Training of Work Learn specific duties, such as payroll forms

C) Campus Wide Partner training:

- Peer Wellness workshop
- Irving K Barber Learning Commons workshop
- UBC Housing on Healthy Eating workshop
- QPR Training (Suicide Prevention Training)
- Opportunity to attend and/or present at the January Student Leadership Conference

Feedback, Ongoing Support, and Reflection

A student will be supported through:

- Weekly meetings with their Senior Collegia Advisor and First Year Experience Coordinator. Throughout the semester the First Year Experience Coordinator will follow up with each Collegia Advisor weekly on aspects pertaining to program feedback, ongoing support, and professional development
- One one-on-one feedback and reflection meeting with the First Year Experience Coordinator and a one-on-one meeting with their Senior Collegia Advisor for a total of two meetings each term
- Strengths-Based coaching: All advisors will take the Gallup Strengths Finder assessment and undergo a Strengths Finder debrief workshop each semester where they will receive a one-on-one Strengths Finder coaching session
- Using Strength Finders to set objectives on what they would like to achieve for themselves and the program. This would be a piece of the one-on-one review
- An academic check in during one on ones from their First Year Experience Coordinator each term

Mentorship Opportunities and Network Expansion

The student will have opportunities:

- Working with different campus partners (for instance UBC Housing, Faculty Fellows, CSIC, and Peer Wellness) increases contact with professional staff and other students in different programs
- Connecting with The Senior Collegia Advisor, First Year Experience Coordinator, and the CSIC supervisor. These three will provide mentoring in their supervisory capacities. Part of this process is encouraging and referring the advisors into different leadership roles on campus for the following year

- Using the informal networking platform “Ten Thousand Coffees”. By demonstrating how the platform can be used and modelling interaction, the UBC Collegia Advisors can practice and expand their networking skills
- Collegia Advisor in their daily capacity play an integral role in mentoring approximately 300 first year commuter students on issues pertaining to mental health, social connections, and academic success
- Mandatory attendance at the Student Leadership Conference on January 13, 2019 (registration is covered)

Workplace Skills, and Personal and Professional Development

The student will pursue:

- Learning about professionalism by being responsible to a set of duties, showing up for shifts and meetings, and being counted on to communicate with the other staff
- Developing teamwork skills by learning to understand how people work differently and how someone shows up in a group setting
- Challenging their own preconceived notions on a variety of topics, which through reflection, may lead to a different perspective or an increased understanding
- Developing communication skills through interactions of member, staff and supervisors
- Learning responsibility, critical thinking, and decision-making through programming
- Enhancing how a community is created by actively being a participant in a year-long process
- Observing how meetings and construction of a team requires planning and careful consideration
- Growing comfortable in making quick decisions when faced with the myriad of possible problems that may be presented by situations with UBC Collegia members
- Articulating in a clearer manner what their strengths are and learn more about their own blind spots
- What it means to model and lead by example, while reflecting how that may or may not impact interactions with others

Complement to Classroom Learning

The student will connect:

- Team-building activities and strategies into potential group work
- How classmates depend on communication in order to see a project through
- Accessing the support and services that are presented to UBC Collegia members for oneself
- A Strengths-based approach in how one learns and interacts in the classroom
- An improved ability to communicate, either through written or verbal form
- An improved understanding of meeting deadlines and juggling responsibilities
- How goal-setting and reflection may be useful in the classroom

Education level

Eligible candidates must be enrolled at UBC-V for studies in the 2018-19 academic year and meet the requirements for Work Learn. A UBC Collegia Advisor must be enrolled at the undergraduate level with a minimum 65% cumulative GPA.

Compensation and Time Commitments 2018-2019

Training:

UBC Collegia Advisors will be compensated for the training and programming period from Saturday, March 24th to Tuesday, September 4th, 2018. The specific schedule will vary with advisors being compensated in a range of \$800-\$900 of which the bulk of the training will occur in August.

Time Period	Length	Special Requirements
Saturday, March 24th, 2018 Spring Welcome (Campus Community Building)	All Day	None
Wednesday, March 28, 2018 First Team Meeting	7 pm-8:30 pm	None
Mon, August 20th – Fri, August 24th, 2018 Advisor Orientation	Full-time	Stay on-campus residence *Room and Board Included
Mon, August 27th – Fri, August 31st, 2018 Orientation 2018	Part-time	Specific schedule will vary
Tuesday, September 4th, 2018 Imagine UBC	Approx. 5 hours	None

UBC Work Learn Program:

The UBC Collegia Advisors are part of the UBC Work Learn Program running from September 5, 2018 – April 30, 2019. UBC Work Learn students are mandated up to a maximum of ten hours a week commitment. The UBC Collegia Advisor hourly wage during the Work Learn period is \$16.26/hr.

Work Learn Commitments:

Time Period	Length	Special Requirements
Wed, Sept 5th, 2018– Fri, April 26th, 2019 Collegia Advisor Position	Part-time up to 10 hrs/week	None
Every Wednesday Mandatory Weekly Team Meeting	4:00pm-5:30pm	None
Tentatively Saturday, Jan 19th, 2019 Student Leadership Conference	Registration fee covered	None

*Please note that these training sessions and meetings times are mandatory. Successful candidates will be asked to not schedule any classes, other meetings or commitments during this time.

Questions? Email collegia.program@ubc.ca

Apply here. Applications open Tuesday, November 28th. Close on Sunday, January 14th.