UBC Senior Collegia Advisor Job Description 2018-2019

UBC Vancouver- Centre for Student Involvement and Careers
Number of Openings
4

Program Summary:
The 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, and relax between classes and activities.

Position Description:
UBC Senior Collegia Advisors work with a team of seven UBC Collegia Advisors, helping to provide mentorship and leadership to the Collegia Advisors throughout the year. Together the Senior Collegia Advisors and the Collegia Advisors support first year commuter students as they transition to UBC from high school both academically and socially through programming and informal interactions.

Desired Skills and Experience:
• Experience in UBC programs, initiatives, and involvement opportunities on campus and ability to refer accordingly
• Interest and experience in programming for commuter students
• Demonstrated initiative, leadership and organizational skills
• Work with diverse populations and experience building inclusive communities
• Problem solving, creativity and critical thinking skills
• Ability and willingness to work independently and as part of a team with students and staff

Primary Duties:
A UBC Senior Collegia Advisor’s duties and responsibilities cover three areas:

1. Maintaining the physical space and promoting a place for growth
2. Building and maintaining the community space through positive interactions and educational programming
3. Supporting the team of UBC Collegia Advisors along with administrative duties

Description of Duties
A Senior Collegia Advisor’s responsibilities include all general UBC Collegia Advisor duties in addition to Senior Advisor specific duties, which can be divided up in three ways:

1. Maintaining the physical space. This means all duties that ensure the collegium environment is warm, comforting and safe, such as:
   a) Opening & Closing the space, while ensuring it remains clean throughout the shift
   b) Responding to inquiries or requests via phone, email and in person in a professional manner
   c) Staff the Front Desk & ensure all members sign in
   d) Monitor inventory supplies and equipment
   e) Communicate with Collegium members, colleagues and supervisors
   f) Report any facilities concerns and maintain open lines of communication with their FYEC

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 the collegium to greet students, answer questions, direct visitors, and offer general information
   b) Propose, implement and evaluate one large scale program each semester using the themes of community & transition, academic engagement, health & wellness, and career development
   c) Support and facilitate connections between members, while ensuring the community standards are adhered to by all
   d) Establish a rapport with and support the UBC Collegia Faculty Fellow and UBC Collegia Advisors
   e) Be knowledgeable of campus and community resources (including academic, social, safety, health and others), and able to refer both UBC Collegia Advisors and members as appropriate
   f) Engage in on-going professional development and reflection both at the personal level and with UBC Collegia Advisors
   g) Act as a central role by attending Collegia Advisors programs, and taking initiative of team socials and team-building
activities
h) Perform other duties as assigned

3. Supporting the team of UBC Collegia Advisors along with administrative support and duties. These are all duties related to the maintenance of the collegium as well as attending to the needs and demands of the program, other UBC Collegia Advisors and the UBC Collegia members, such as:

a) Attend and lead weekly staff meetings, one on ones and other meetings as appropriate
b) Provide administrative support in maintaining membership lists, locker assignments, updating the UBC Collegia Facebook group as well as other social media outlets
c) Coordinate scheduling CA shifts, meeting times and oversee program schedules and toolkits
d) Report to supervisors regarding UBC Collegia Advisor’s job performance
e) Other administrative duties as assigned

Supervision Received

This position is supervised directly by two people:

1) Supervisor from the Centre of Student Involvement and Careers (CSIC)
2) First Year Experience Coordinator from the CSIC

The two supervisors work together with the Senior Collegia Advisor to work on professional and career development while relating those learned skills to the work that the student will do in the UBC Collegia. The Senior Collegia Advisor works with their First Year Experience Coordinator to run weekly Collegia Advisor meetings, focusing on logistics and programming. Every week Senior Collegia Advisors will have a meeting either with their First Year Experience Coordinator or with the greater Senior Advisor Team and FYEC Team.

Level of Complexity

A big part of the Senior role will be to provide an aspect of mentoring to both the Collegia Advisor’s and the Collegia members. This peer-peer model is the main complexity of the role as a Senior Advisor and because of this, they have to be trained in active listening, active witnessing and social interaction skills, in order to build trust with their team and the UBC Collegia members.

Skills PREFERRED:
• Experience leading a team of peers
• 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
• Demonstrated initiative, leadership and organizational skills
• Work with diverse populations and experience building inclusive communities

Education level

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

Elements Needed

The CSIC looks for a diverse mix of students that represent different faculties. The elements that a student would need to be a good fit in UBC Collegia would be adaptability, flexibility, passion for learning, passion for student development, and have had former commuting experience to campus. We look to build a team that represents a varying level of involvement both on campus and off campus. The UBC Senior Collegia Advisor acts as a representative of UBC, so conversing, coaching, and commitment are all elements that would be a great fit.
Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion 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.

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

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

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 Senior Advisors being compensated in the range of $1200-$1300, of which the bulk of the training will occur in August.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Length</th>
<th>Special Requirements</th>
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<tbody>
<tr>
<td>Saturday, March 24th, 2018</td>
<td>All Day</td>
<td>None</td>
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<tr>
<td>Spring Welcome (Campus Community Building)</td>
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<tr>
<td>Wednesday, March 28, 2018</td>
<td>7 pm-8:30 pm</td>
<td>None</td>
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<td>First Team Meeting</td>
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<tr>
<td>Thursday, August 16th – Fri, August 17th, 2018</td>
<td>Full-time</td>
<td>None</td>
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<tr>
<td>Senior Advisor Orientation</td>
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<tr>
<td>Mon, August 20th – Fri, August 24th, 2018</td>
<td>Full-time</td>
<td>Stay on-campus residence *Room and Board Included</td>
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<td>Advisor Orientation</td>
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<tr>
<td>Mon, August 27th – Fri, August 31st, 2018</td>
<td>Part-time</td>
<td>Specific schedule will vary</td>
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<td>Orientation 2018</td>
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<tr>
<td>Tuesday, September 4th, 2018</td>
<td>Approx. 5 hours</td>
<td>None</td>
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<td>Imagine UBC</td>
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**UBC Collegia Senior Advisor Position:**

UBC Senior Collegia Advisors are part of a year-long program running from September 5, 2018 – April 30, 2019. UBC Senior Advisors would have a commitment of up to a maximum of fifteen hours. The UBC Senior Collegia Advisor hourly wage during this timeframe is $17.62/hr. Note: This is **NOT** a UBC Work Learn position.

**Position Commitments:**

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<tr>
<td><strong>Wed, Sept 5th, 2018– Fri, April 26th, 2019</strong></td>
<td><strong>Senior Advisor Position</strong></td>
<td>Part-time up to 15 hrs/week</td>
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<td><strong>Every Wednesday</strong></td>
<td><strong>Mandatory Weekly Team Meeting</strong></td>
<td>4:00pm-5:30pm</td>
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<td><strong>Tentatively Saturday, Jan 19th, 2019</strong></td>
<td><strong>Student Leadership Conference</strong></td>
<td>Registration fee covered</td>
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*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 7th.