IMAGINE UBC 2020 ORIENTATION LEADER – FACULTY OF SCIENCE

Position Description
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 they have joined. Imagine UBC helps students begin to find and build a community at UBC, feel supported from their first day on campus and through their first year, and provides a beginning to a learning experience that will challenge, stimulate and prepare them to achieve their goals, use their strengths 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 Imagine UBC Orientation Leader position plays a crucial role in the delivery of UBC Orientations, through communicating with a cohort of new-to-UBC students in the month of August (or June, depending on the student population you’re supporting), and by providing direct peer support to this group on Imagine UBC (September 8th, 2020) and throughout the school year as they transition into university life.

This volunteer posting is for 180 Science Imagine Orientation Leaders

Primary Functions
As an Imagine Orientation Leader, you should expect to:

• Contribute to an environment at UBC that is dedicated to excellence, equity, and mutual respect.
• Build and support an engaged community of new-to-UBC students
• Facilitate delivery of Imagine UBC
• Assist with the implementation of a wayfinding initiative to help new-to-UBC students navigate the campus in the first few days of class (Wednesday September 9th to Friday September 11th)
• Assist with the delivery of the new-to-UBC Science Transition Experience by:
  • Engaging in bi-weekly check-ins with the new-to-UBC students in your group until December 2020.
  • Maintaining regular contact (via email, in person meetings, etc.) with your Imagine Senior Orientation Leader until December 2020.
• Providing updates to the Science Imagine UBC Orientations team regarding connections with New-to-UBC students and other information as required until December 2020.

• Engaging in various events throughout term 1 to help facilitate social connections between new-to-UBC Science students in your Orientation group (details to be confirmed and communicated at a later date).

• Engage in personal and professional development, including online development activities over the summer months (May – August)

• Role model outstanding student leadership on campus
  • Understanding the larger picture of Orientations at the University and assisting in the implementation of that vision
  • Providing informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed
  • Actively contributing to the overall growth and development of the Imagine Orientation Leader team

We are also looking for Transfer Imagine Orientation Leaders

We are actively looking for strong Science student leaders who are interested in working with a diverse and dynamic population of Transfer students. Previous experience as a Science transfer student is an asset, but not required.

In addition to the Imagine UBC Orientation Leader requirements and time commitments below, leaders working with transfer students will:

• Complete all online development activities in May and June
• Begin connecting with transfer Science students in late June
• Communicate information regarding new-to-UBC student connections with the Science Imagine Orientations team on a regular and recurring basis
• Be flexible in participating in a variety of ways during the year in order to support transfer students

Time Commitment

Please note that all dates and time commitments listed below are mandatory requirements for this role. Before applying, please ensure you are available for all dates and times.
<table>
<thead>
<tr>
<th>Commitment</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Participate in the interview process</td>
<td>March 2020 (dates TBD)</td>
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<tr>
<td>Attend and engage in Science Welcome training event</td>
<td>Friday March 27th, 2020 from 5:00 – 8:00PM</td>
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<tr>
<td>Attend and engage in Spring Welcome event</td>
<td>Saturday March 28th, 2020, all day</td>
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<tr>
<td>Actively participate in regular online development activities throughout the summer</td>
<td>Various deadlines, May through August (May through June for Transfer Orientation Leaders)</td>
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<tr>
<td>Attend and engage in Imagine UBC training</td>
<td>Monday September 7th, 2020, all day</td>
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<tr>
<td>Attend and help facilitate the delivery of Imagine UBC</td>
<td>Tuesday September 8th, 2020, all day</td>
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<tr>
<td>Actively engage in the delivery of a Science-specific wayfinding initiative during the first few days of class</td>
<td>Wednesday September 9th to Friday September 11th, 2020 (exact times TBD)</td>
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<tr>
<td>Attend and engage in transition experience training with the Imagine Science Orientations team</td>
<td>Thursday, September 24th, 2020 from 5:30 – 7:30PM</td>
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<tr>
<td>Attend and engage in transition experience training with your Senior Orientation Leader</td>
<td>Thursday, October 1st, 2020 from 5:30 – 7:00PM</td>
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<tr>
<td>Attend and engage in transition experience training with the Imagine Science Orientations team</td>
<td>Thursday, November 26th, 2020 from 5:30 – 7:00PM</td>
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**Benefits of Participating**

- Involvement in the University community
- Building respectful and inclusive communities
- Develop group facilitation, effective communication, community development, and team building skills
- Building connections with university staff and peers, and give back to UBC community

**Responsibilities**

*Build and support an engaged community of new-to-UBC students by:*

- Leading an Orientation group of approximately 10 students and facilitating ongoing check-ins with those students after Imagine UBC
• Creating and animating communities of friendship and belonging for all new-to-UBC students
• Building peer relationships within your individual group, as well as amongst fellow Orientation Leaders
• Embracing your role as a UBC ambassador for student leadership and representative of the Program
• Communicating important updates from your Senior Orientation Leader to your group via email or other means (i.e. social media, worth of mouth, etc.)

Facilitate delivery of Imagine UBC by:

• Assisting with the organization and delivery of Imagine UBC activities for new-to-UBC students
• Maintaining proper communication throughout the planning process to ensure successful program delivery
• Providing feedback for overall program delivery and articulating recommendations moving forward

Engage in personal and professional skill development by:

• Developing competencies in areas including communication, teamwork, social and community organization, analysis and problem solving, initiative and motivation, willingness to learn, and adaptability

Role model outstanding student leadership on campus by:

• Upholding UBC’s Respectful Environment Statement as a responsible member of the UBC community
• Embracing the role as an ambassador for student leadership and representative of the Faculty, School or Program
• Understanding the role that an Orientation Leader plays within a larger scope of leadership on the UBC Vancouver campus
• Actively participating as a member of a larger community of leadership across the UBC Vancouver campus

Desired Experience and Skills

• Good academic standing and enrolled as a student in the Faculty of Science until December 2020
• Exceptional leadership, organizational, communication, time management, and interpersonal skills
• Flexibility in planning, promoting, and facilitating new and innovative initiatives throughout the year
• 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
• Willing to engage in ongoing professional and personal development opportunities
• Knowledge of UBC and volunteer/work experience on campus
• Knowledge of and/or sensitivity to issues affecting students and their transition to Canada or to UBC

Please note: you cannot hold both an Imagine Orientation Leader and Jump Start Leader role simultaneously.