



ORIENTATION LEADER (IMAGINE UBC & THE SPARK) UBC Sauder School of Business

Position Description

Imagine UBC and The Spark serve as new students' formal welcome to the University and the UBC Sauder School of Business. 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 provide the start to a new learning experience.

Imagine UBC is coordinated alongside the Centre for Student Involvement and Careers, and The Spark is coordinated by a student executive team within the faculty. Previously, these two programs have hired separate teams of Orientation Leaders, but for 2018 we are striving to improve the new student experience by hiring one team of OL's who will participate in both programs. For more details on these changes, see

<https://mybcom.sauder.ubc.ca/orientationhiring>.

The Orientation Leader position plays a crucial role in the delivery of UBC-wide and UBC Sauder Orientations through communicating with a group of new-to-UBC students in the month of August, and by providing direct peer support to this group at Imagine UBC (September 4th, 2018), The Spark (September 7th – 9th, 2018), and throughout the school year via three Spark Chats events (October, November, and January).

This volunteer posting is for 120 Orientation Leaders (approximately 100 first-year student Leaders and 20 transfer student Leaders).

For details about Volunteer Crew and Spirit Leader positions, see <https://mybcom.sauder.ubc.ca/orientationhiring>.

Primary Functions

As an Orientation Leader, you should expect to:

- Build and support an engaged community of new-to-UBC students
- Facilitate delivery of Imagine UBC, The Spark, and Spark Chats
- Role model outstanding student leadership on campus
- Understand the larger picture of Orientations and Transition at the University and within the UBC Sauder School of Business and assist in the implementation of that vision
- Provide informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed



Time Commitment

- Participate in an **interview process** (February, exact date TBD)
 - Group interviews will be held in the latter-half of February.
- Attend mandatory **Spring Welcome Event** (March 24, 2018)
 - Spring Welcome includes meeting your Senior Orientation Leader and your 12-person Orientation Leader team, as well as participating in workshops on personal values and identity, active bystanding, and addressing discrimination through your role as a leader.
 - Returning Leaders will participate in a different stream of programming than new Leaders.
- Invitation to **Sauder Unlimited** (April 26, 2018)
 - Sauder Unlimited is an optional personal and professional development conference specifically designed for student leaders within UBC Sauder.
- Attend mandatory **Summer Send Off** (April, 27, 2018)
 - Summer Send Off provides the opportunity to connect with your Orientation Leader team one last time before the summer, and to participate in a “games test day” to help The Spark Exec and Volunteer Crew in refining their plans.
 - If your summer plans (co-op, exchange, internship, etc.) interfere with attending this event, please let your Senior Orientation Leader know as early as possible.
- Actively participate in **online check-in activities** throughout the summer (once per month in June, July, August)
 - These online check-in’s are designed to help you get to know your co-Leaders better, and to provide updates about Orientation programming throughout the summer. They can be completed from anywhere in the world, and take no more than one hour per month.
- Attend mandatory **Orientation Leader Training** (September 3, 2018)
 - Orientation Leader Training is a full day of preparation for Imagine UBC and The Spark, including team building activities and logistical details for both events.
- Lead your group at **Imagine UBC** (September 4, 2018)
 - Campus-wide Orientation for all new students. Imagine UBC welcomes students to UBC and the UBC Sauder School of Business, and prepares students for their first few weeks at university.
 - Incoming transfer students will participate in a different stream of programming than incoming first-year students.
- Lead your group at **The Spark** (September 7 – 9, 2018)
 - UBC Sauder-specific orientation program. The Spark builds community and school spirit, by providing opportunities to further develop interpersonal relationships amongst new students and with their Orientation Leaders.
- Lead your group at **Spark Chats** (October, November, January)



- Spark Chats are 90 minutes events that re-connect new students with their Orientation groups to hear from upper-year students, staff, and faculty on a variety of timely and relevant topics to support first-year success.
- If other commitments (co-op, exchange, internship, etc.) interfere with attending any of these events, please let your Senior Orientation Leader know as early as possible.

Benefits of Participating

- Involvement in the University & UBC Sauder community
- Building respectful and inclusive communities within the faculty and across campus
- Building connections with university staff, faculty, and peers
- Developing group facilitation, effective communication, community development, problem solving, adaptability, and team building skills

Responsibilities

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

- Leading an Orientation group of approximately 10 new students at Imagine UBC and co-leading a group of approximately 15 new students (alongside two co-Leaders) at The Spark
- Building peer relationships within your individual group, as well as amongst fellow Orientation Leaders
- Communicating important updates from your Senior Orientation Leader/Spark Exec to your new student group via email or other social media

Facilitate program delivery of Imagine UBC, The Spark, and Spark Chats by:

- Actively participating in each event, and encouraging your group of new students to do the same
- Maintaining communication throughout the entire process to ensure successful program delivery
- Providing feedback for overall program delivery and articulating recommendations moving forward

Role model outstanding student leadership on campus by:

- Upholding UBC's [Respectful Environment Statement](#) as a responsible member of the UBC community and contributing to an environment that is dedicated to excellence, equity, and mutual respect
- Embracing the role as an ambassador for student leadership and representative of the Faculty
- Actively participating as a member of a larger community of leadership across the UBC Vancouver campus



Desired Experience and Skills

- Must currently be an undergraduate student in good academic standing
- Must be enrolled as a student until December 2018
- Exceptional leadership skills
- Excellent communication and interpersonal skills
- Positive energy and a passion for helping others
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set
- Ability and willingness to work independently and as part of a team
- Willing to engage in ongoing professional and personal development opportunities
- Knowledge of UBC; previous volunteer/work experience on campus is an asset
- Knowledge of and/or sensitivity to issues affecting students and their transition to Canada or to UBC