IMAGINE UBC & THE SPARK 2022 ORIENTATION LEADER
UBC Sauder School of Business

Position Overview
Imagine UBC and The Spark serve as new students’ formal welcome to the University and the UBC Sauder School of Business, an invocation to the learning community they have joined. Orientation programs help students begin to find and build 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, 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 Spark, UBC Sauder’s very own orientation program, is coordinated by a student executive team within the faculty.

The Imagine & Spark Orientation Leader position plays a crucial role in the delivery of orientations, through communicating with a cohort of new-to-UBC students in the month of August, and by providing direct peer support to this group on Imagine UBC (September 6th, 2022) and The Spark (September 9th – 10th, 2022).

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 primarily in-person in September 2022. During the summer of 2022, you may participate in this role virtually. The delivery of orientations programming and this role may change, depending on provincial safety measures and the university’s approach to learning in 2022.

This volunteer posting is for 120 Orientation Leaders.
If you have questions or concerns about what this might look like, please contact us at orientations@sauder.ubc.ca

Primary Functions & Responsibilities
1. Build and support an engaged community of new-to-UBC students
   • Leading an orientation group of 15-30 students on September 6th, 9th, and 10th.
   • Creating communities of friendship and belonging for all new-to-UBC students.
   • Building peer relationships within your group and 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 social media.
2. Facilitate delivery of Imagine UBC and The Spark
   • Assisting with the organization and delivery of Imagine UBC and The Spark 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.

3. Engage in personal and professional skill development
   • Developing competencies in areas including communication, teamwork, social and community organization, analysis and problem solving, initiative and motivation, willingness to learn, and adaptability.

4. Role model outstanding student. Leadership on campus
   • 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.
   • Actively participating as a member of a larger community of leadership across the UBC Vancouver campus.

5. Providing informed and timely referrals to campus resources and opportunities to students in your group to support their transition, as needed.

6. Actively contributing to the overall growth & development of the Orientation Leader team.

7. Contribute to an environment at UBC that is dedicated to excellence, equity, and mutual respect and understand the larger picture of Orientations.

Desired Experience and Skills
   • Must be a student in good academic standing and enrolled as a student until December 2022
   • Exceptional leadership, organizational, communication, and interpersonal skills
   • Excellent time management and conflict resolution skills
   • Demonstrated ability to adapt to new and challenging experiences with a positive mindset
   • 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
   • Knowledge of and/or sensitivity to issues affecting students and their transition to Canada or to UBC.
**Time Commitment**

Please prepare for the possibility of participating in this role in-person at the UBC Vancouver campus on September 5th, 2022, September 6th, 2022, and September 9 – 10th, 2022. COVID Safety plans and procedures will be established and shared with you prior to and closer to the event dates.

- Participate in a 50-minute virtual synchronous selection process during the Spring of 2022, along with about 30 minutes of related asynchronous activities
- Complete a mandatory, virtual Community Building Education course which may include up to 4 hours of synchronous and asynchronous learning activities
- Actively participate in online development activities throughout the summer
- Attend Summer End off (in-person and optional) on July 16th
- Complete asynchronous online training as required in August/September 2022.
- Attend in-person mandatory training on Monday, September 5th, 2022
- Attend in-person Imagine UBC on Tuesday, September 6th, 2022
- Attend in-person the Spark on Saturday, September 9th – 10th, 2022

**Benefits of Participating**

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

**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, Métis, 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.