



UBC Orientation & Transition Volunteer Opportunity Posting **UBC Student Development**

UBC Orientations, operating out of the Office of Student Development within the Vice President, Students' portfolio, focuses on the successful orientation and transition of new-to-UBC students, be they domestic, international or transfer students. Our programs offer students a great way to learn about their faculty, leadership and involvement opportunities, resources in support of their academic success, campus life and Vancouver culture, as well as make new friends.

The Sauder School of Business is inviting dedicated student leaders to apply for Squad Leader positions for UBC Orientations. 5 positions are available to assist the transition of new students into the Bachelor of Commerce program during Imagine UBC, and 2-4 positions are available during GALA – International Orientation. You must be a currently attending BCom student, and be committed to the enhancement of the student experience. This is an excellent opportunity for you to gain volunteer experience in a team setting, as well as actively contribute to the planning and implementation of the University's orientation & transition programs.

Note: Recruitment for other Orientation & Transition Leader roles, including Squad Managers, MUG Leaders, GALA Group Leaders, Welcome Team, and Welcome Leaders will begin in January 2012.

As a BCom Squad Leader, you will be working closely with the Office of Student Development, along with the Student Development Officer and the BCom Orientation Coordinator (for Imagine) or the Faculty International Student Coordinators (for GALA) in the Sauder School of Business, in the development of the 2012 orientation and transition activities and workshops for new BCom students.

Primary Functions:

There are approximately 65-75 Squad Leader positions available across the UBC Orientations programs, which include Imagine & GALA - International Orientation. Squad Leaders make up our senior pool of Orientation & Transition volunteers.

Squad Leaders have three major functions:

1. Leading Peers

Squad Leaders will be assigned a small group of approximately 10 leaders. Under your leadership, you will be responsible for leading and mentoring these students in your squad. Upon acceptance of the Squad Leader position, you will be:

- Assisting with Orientation & Transition recruitment drives (general and faculty/school specific) in January 2012 and selection processes including the Group Interview in February 2012.
- Facilitating sessions for the student leaders in your squad at training in March 2012 and late August 2012 (for GALA – International Orientation) OR in early September 2012 (for Imagine), with the support of Student Development.
- Keeping your squad updated about the Orientation & Transition program by passing on emails from the UBC Orientations staff.
- Providing support to the development of the student leaders in your squad through their summer skill development online training program.
- Providing support to the members of your squad and building YOUR team to be successful!

2. "Brains of the Operation" - (BOO) Crew - Student Steering Committee



All UBC Orientations Squad Leaders will brainstorm, implement ideas and provide feedback on Orientation & Transition programs. In this capacity, Squad Leaders must stay in regular communication with:

- The Orientation & Transition Team
- Their respective Faculty contacts and/or support staff from other campus units (ex. International Student Development)
- MUG Leaders in their groups

3. Involvement Coach at the Centre for Student Involvement

The Centre for Student Involvement (CSI) is a hub designed to support student programs and provide a space that can accommodate meeting together, working on projects, and supporting student-led initiatives to create a campus culture of involvement. This is a lively and social space where students are encouraged to make connections with others and form collaborative networks. As part of your Squad Leader role with UBC Orientations you'll have an opportunity to connect in with students across campus and share your experience and expertise concerning involvement at UBC. You will be responsible for:

- Assisting with the promotion of Involvement Coaching between September 3-7
- Act as an Involvement Coach for 2 hours between September 10-14

Time Commitment - Squad Leaders must:

- Attend monthly BOO meetings throughout the academic year and summer months leading up to Orientation (usually once a month, 1.5-2 hrs, December 2012 to December 2012)
- Attend the UBC Student Leadership Conference on Saturday, January 14th, 2012 (all day)
- Attend BOO camp from January 20th – 22nd, 2012 (all weekend)
- Attend Orientation & Transition Leader Recruitment Drive (throughout January/February, 2-4 hrs)
- Assist with the facilitation of Orientation & Transition Leader Group Interviews (throughout February, 7 hrs)
- Assist with the facilitation of March Training (for all Orientation & Transition Leaders) – dates vary by Faculty
- Imagine-specific: work with a professor to plan a Student Success Workshop for Imagine Day (Faculty contacts will assist in recruiting professors in February/March, Squad Leaders will plan the workshop between April and August)
- Attend training sessions for their role in late August, early September
- Imagine: Assist with facilitating skill-based training sessions for MUG Leaders in early September (0.5 day).
- Imagine: Attend and assist with facilitating logistical training day & mock run-through for all Orientation & Transition leaders in early September (1 day).
- Attend Orientations dates depending on your role: GALA (Thursday, August 30th – Saturday, September 1st, 2012), Imagine (Tuesday, September 4th, 2012)
- Maintain regular contact (via email, in person meetings, etc.) during the summer with the Faculty Contacts and your Orientation Professor that you will be working with on the Student Success Workshop (Imagine) or your Staff Mentor that you will be working with on the Creating Campus Connections Workshop (GALA).
- Maintain regular contact (via email, in person meetings, etc.) during the summer with your Squad, and provide Orientations updates to your leaders.
- Act as an Involvement Coach at the Centre for Student Involvement in the fall (2-5 hours)



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THE UNIVERSITY OF BRITISH COLUMBIA

- ***Under Review for 2011/12, Squad Leaders to establish and maintain communication with new-to-UBC students over the summer (via email, Skype or telephone, etc.) This addition to the role will be confirmed by December 1, 2011***

Skills and Qualifications required:

- Current undergraduate student in the Sauder School of Business (present - at least December 2012)
- Recognizes the importance of their role as a positive role model and representative of UBC and the Sauder School of Business
- Demonstrated leadership skills
- Excellent organizational, communication, and interpersonal skills
- Able to commit to and follow through with all Squad Leader required dates and expectations
- 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
- Knowledge of Sauder School of Business and of UBC and volunteer/work experience on campus
- Knowledge and/or sensitivity to issues affecting students and their transition to Canada or to UBC
- Previous experience with UBC Orientations as a Leader is an asset

Skills and Experiences to be enhanced through your involvement as a Squad Leader:

- Workshop and presentation development and facilitation skills
- Written and oral communication skills (email correspondence, public speaking, etc)
- Time management and organization skills
- Active listening skills and awareness of the needs of students in transition
- Problem-solving and trouble-shooting experience
- Experience working with diverse teams, including peers, staff, and faculty

Application Procedure:

Online applications can be found at www.careers.ubc.ca. Click "Search for jobs on CareersOnline" and search for Posting 786831.

Applicants must provide a resume and one-page cover letter detailing why they want to be a Squad Leader and what experiences they will bring to the role.

Applicants will be notified if they have been short-listed for an interview. Interviews will take place throughout November 2011.