



Friday, September 30, 2011

To Whom it May Concern:

Re: <<LEADER NAME>>'s involvement with Imagine UBC and the UBC Orientations program.

<<LEADER NAME>> was a Squad Leader for the 2011 Imagine UBC Orientation program held on Tuesday, September 6<sup>th</sup>, 2011.

Squad Leaders are a volunteer group of approximately 75 undergraduate student leaders from all Faculties and Schools at the University. The Squad Leader role involved approximately a 100-hour time commitment spread out from December 2010 to October 2011.

The major responsibilities of a Squad Leader include:

- Support with MUG (My Undergraduate Group) Leader recruitment, selection, and training
- Support, guidance, feedback, and mentorship to other Orientation Leaders. This includes serving as involvement coaches at the Centre for Student Involvement in September to provide mentorship and coaching to their peers to help them find the involvement opportunity that suits them best.
- Representing UBC Orientations and their Faculty/School across campus to peers, faculty, and staff.
- Brainstorming and implementing ideas and providing feedback on orientation and transition programming in their Faculty/School and broadly across campus.

Some of the skills and experiences <<LEADER NAME>> gained through the Squad Leader role included:

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

Welcoming over 7000 new-to-UBC students to campus is no small feat and we couldn't have done it without the energy, enthusiasm and commitment of students like <<LEADER NAME>>!

Sincerely,

A handwritten signature in cursive script that reads "Shannon Sterling".

Shannon Sterling  
Student Development Officer, Programs  
[shannon.sterling@ubc.ca](mailto:shannon.sterling@ubc.ca) | 604.822.0136