



UBC Orientations Volunteer Opportunity Posting: Arts Transfer Squad Leader

UBC Orientations operates out of Student Development in the Centre for Student Involvement (CSI), based within the Vice President, Students' portfolio. In the Faculty of Arts, our work focuses on the successful orientation and transition of new to UBC students in our faculty, be they domestic, international or transfer students. Orientation programs offer students a great way to learn about campus life and Vancouver culture, as well as make new friends. Volunteers gain experience working in a team setting, as well as contributing to the planning and implementation of our orientation programs.

Primary Functions:

There are approximately 27 Arts Squad Leader positions available through UBC Orientations, which include Imagine & GALA—International Orientation. One of these positions includes the Arts Transfer Squad Leader role. Squad Leaders in all faculties make up our senior pool of Orientation volunteers.

Note: Recruitment for other Orientation Leader roles, including Squad Managers, MUG Leaders, Transfer Guides, GALA Group Leaders, Welcome Team, and Welcome Leaders will begin in January 2011.

The **Arts Transfer Squad Leader** has three major functions:

1. Leading Peers

In Arts, participating student leaders, called Transfer Guides, are placed into a group of 10-15 people and are called a "squad". The squad is led by one senior student leader, the Squad Leader. As an Arts Transfer Squad Leader, you will be responsible for leading your squad of Transfer Guides by:

- Assisting with Orientation Leader recruitment drives (general and Arts specific) in January 2011 and selection processes including the Group Interview in February 2011.
- Facilitating sessions for the student leaders in your squad at the March Welcome in March 2011 and in early September 2011 (for Imagine), with the support of Arts Student Development.
- Keeping your squad updated about the Orientation program for Arts transfer students by passing on emails from the UBC Orientations staff.
- Providing key support to the development of the Transfer Guides 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 Orientations programs. In this capacity, all Squad Leaders must stay in regular communication with:

- The Orientations Team
- Their respective Faculty Contacts and/or support staff from other campus units (ex. Arts Student Development)
- Orientation Leaders in their groups

3. Involvement Coach at the Centre for Student Involvement (CSI)

The 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 5-9
- Act as an Involvement Coach for 2 hours between September 12-16



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 2010 to October 2011)
- Attend the UBC Student Leadership Conference on Saturday, January 8th, 2011 (all day)
- Attend BOOt camp from January 14th – 16th, 2011 (all weekend)
- Attend Orientations Leader Recruitment Drive (throughout January/early February, 2-4 hrs)
- Assist with the facilitation of Orientations Leader Group Interviews (end of February, 7 hrs)
- Assist with the facilitation of March Welcome (for all Orientations Leaders) – dates vary by Faculty
- Plan and develop a Transfer Student Success Workshop for Imagine Day with the assistance of Arts Student Development and an Arts faculty member between April and August.
- Attend training sessions for their role in late August, early September
- Assist with facilitating skill-based training sessions for MUG Leaders in early September (0.5 day).
- Attend logistical training day & mock run-through for all Orientations leaders in early September (1 day).
- Maintain regular contact (via email, in person meetings, etc.) during the summer with Arts Student Development, the Orientations Teams, and to provide Orientations updates to your Squad.
- Attend Imagine Day on Tuesday, September 6th, 2011 to facilitate the day for transfer students in the Faculty of Arts with your squad of Transfer Guides.
- Act as an Involvement Coach at the Centre for Student Involvement in the fall (2-5 hours total)

Skills and Qualifications required:

- Current undergraduate student in the Faculty of Arts
- Recognizes the importance of their role as a positive role model and representative of UBC and the Faculty of Arts
- 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 UBC and volunteer/work experience on campus
- Knowledge and/or sensitivity to issues affecting transfer students and their transition to UBC
- Previous experience with UBC Orientations an asset
- Experience as a transfer student in the Faculty of Arts at UBC 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