Create Faculty Team Lead

RECRUITING: Early Feb each year for the next academic year via Job Board
DEPARTMENT: Campus Life
SUPERVISOR: Greg Mather – Gregory.mather@ubc.ca
NUMBER OF POSITIONS: 8

Purpose:
The purpose of Create New Student Orientation is to provide the most welcoming experience for our incoming students and their parents, by facilitating relationship development between peer groups and other UBC Okanagan students, and to provide the necessary information, resources, and tools to help new students be successful as they transition to life at UBC’s Okanagan campus. Members of the Orientation Team will collaborate with and assist each other to ensure a positive and coordinated orientation experience for all incoming students and their parents.

Position Description
Orientation Leader (OLs) positions are open to any student who is interested in assisting in welcoming first-year students to UBC’s Okanagan campus for the Create New Student Orientation program held on Tues Sept 6 2016. Team Leads offer support to teams of OLs. Team Leads report directly to the Create Orientation Coordinator.

The Create Faculty Team Lead will:

● Attend and facilitate training sessions (September 4th & 5th), Create day festivities (September 6th), and various events throughout the Week of Welcome
● Maintain professional appearance during training sessions, Create Day festivities and Week of Welcome Events
● Assist in the training and organization of their faculty team (September 5th)
  ○ Ensure all Orientation Leaders are informed and prepared for Create Day via online training, email, Facebook, and in person training presentations/activities
● Communicate enthusiasm for UBC’s Okanagan campus and your program in person and online over the summer (i.e. Social media, email, etc.)
● Act as a resource for personal and academic support, providing referrals to campus, and community resources
  ○ Demonstrate familiarity with campus and community resources
● Maintain clear and timely communication
  ○ Respond to communication to supervisor and volunteers
  ○ Disseminate information and direction to volunteers
  ○ Collaborate with several parties when event planning
● Act as a positive and responsible role model for first-year students
  ○ Respect the dignity and diversity of each student
  ○ Refrain from behaviour that would undermine your approachability and integrity as a student leader
  ○ Promote inclusivity and community for each student
● Adhere to all UBC and Campus Life policies and guidelines
**Time commitment:**
Up to 12 hours during the summer (online)
Up to 24 hours from Sept 4 – Sept 6

**Training requirements**
- Specific training will be arranged by the supervisor and will include a combination of in-person and online training

**Qualifications**
- Registered student at UBC’s Okanagan campus
- Knowledge of campus resources
- Outgoing and energetic, willing to speak in front of others and set the tone for the group
- Reliable and responsible
- Enthusiasm for UBC’s Okanagan campus and supporting new to UBC students
- Respect for and enthusiasm about serving a diverse population
- Experience with Create New Student Orientation an asset

**You will enhance your skills in...**
- **Communication** through interactions online, via social media and in person working with a team of volunteers to execute a large scale event
- **Problem Solving** by assessing situations and addressing problems as they arise during a fast paced and large event

**Benefits**
- Enhanced communication, leadership, group facilitation, and customer service skills
- Great opportunity to meet new people
- Develop a passion for helping others and getting involved
- Invitation to attend the Student Leadership Conference and other professional development opportunities
- May request a letter of recommendation upon successful completion of term

*Please note, the Campus Life Office expects each team member to act as an ambassador of the university and its programs and services. This expectation includes behaviour both online and in-person.*