Position: Connect Team Leader

Unit & Department: UVic Office of Student Life (OSL), New Student Engagement (NSE).

Available Opportunities: 8

Dates: August 3, 2021 – April 30, 2022

Time Commitment: Approximately 8-10 hours per week, with a mix of set hours and self-scheduled hours.

Nature of the Role: The Connect Team Leader (CTL) role provides volunteers an opportunity to contribute meaningfully to the UVic community, to provide support and guidance for team of student mentors, and to foster their own growth as leaders.

Role reports to: Coordinator, Student Engagement

Recognition: In addition to being recognized as a leader in the UVic community, a CTL will receive:

- a $500 honorarium on completion of the CTL’s training in September 2021; and
- a tuition credit of $1000 applied to the CTL’s tuition account at the beginning of each term.

Our Philosophy

The NSE team empowers students to develop a sense of belonging and to find meaningful connections within the UVic community. We achieve these goals by creating intentional spaces and opportunities for students to engage with peers and academics, as well as to explore and develop a sense of identity and purpose. We strive to support the diverse needs of new students by fostering an environment which equips new students to thrive throughout their time at UVic.

New students, like all UVic students, come from a variety of backgrounds and have a wide range of lived experiences. To meet their needs and to help them engage fully with the UVic community, we seek volunteers for the CTL role who also come from a variety of backgrounds and who have a wide range of lived experiences. We actively encourage everyone (including but not limited to Indigenous peoples, people of all races, people from all places of origin and each ethnicity, people of colour, people of all religions and spiritual beliefs, people with visible and invisible disabilities, and people of all sexual orientations, gender identities, and gender expressions) to apply for the CTL role.

Role Summary
CTLs are part of the NSE team within the OSL. They act as coaches and role-models for Engage Leaders (ELs) and new students participating in the New Student Connect ("Connect") program. The Connect program offers new students a virtual community where they can connect with both peers and programming relevant to their needs. CTLs play a major role in creating a sense of belonging, confidence, competence, and growth amongst a team of ELs.

The CTLs will use coaching and mentorship skills to support the personal growth and Connect program delivery responsibilities of the ELs on their team. The CTL will host regular meetings including one-on-one and small group coaching, team meetings and office hours. In addition, CTLs will support virtual student engagement programming for new UVic students on Microsoft Teams and other platforms.

If you have a passion for leadership, coaching, teamwork, community building, facilitation, and creative problem-solving, you may find the CTL role to be both a good fit and personally rewarding. In addition, if you are invested both in further developing your own leadership practice and in improving the experience of other students at UVic, you may find that this volunteer opportunity leverages your growth in both of these areas.

**Virtual and In-Person Participation**

- Much of what a CTL is expected to do can be done virtually. However, CTLs must be available in-person, on-campus for some days during the New Student Orientation. CTLs are expected to support orientation activities on:
  - Friday September 3rd (virtually)
  - Monday & Tuesday September 6th and 7th (in-person)
- CTLs should be available to be on campus during September 2021.
  - We may be able to offer a fully virtual position for CTLs who are unable to be on campus. Please see the “eligibility for the CTL role” section below for further details.
- Our in-person expectations will always be governed by the most current UVic policy which will, in turn incorporate the most current BC Provincial Health Service measures.
- There may be opportunities for CTLs to participate in in-person Connect activities such as mentorship, meetings, and community events when it is safe to do so.

**Primary Expectations of CTLs**

A CTL will be expected to:

- provide coaching, support, and guidance for a group of approximately nine (9) Engage Leaders (ELs) on mentorship, engagement, teamwork, and community building.
- host regular one-on-one meetings, small-group meetings, and team meetings with the ELs on their team.
- appropriately and professionally respond to performance, conduct, interpersonal, or wellness concerns that may emerge on your team.
- use virtual tools such as video calls, voice calls, and instant messaging through Microsoft Teams or other UVic virtual platforms to share information and encourage community engagement;
- undertake necessary administrative tasks diligently (e.g., completing interaction notes and reviewing communications from the NSE team);
• appropriately reach out for help if a CTL recognizes or suspects that a student or EL is struggling, particularly with concerns related to wellness or conduct;
• maintain information about students in the highest degree of confidentiality by following reporting protocols and managing information responsibly. CTLs will receive training which addresses specifically their and UVic’s obligations under the Freedom of Information and Protection of Privacy Act;
• maintain clear, healthy and appropriate boundaries in connection with the CTL’s role as a peer-mentor and leader; and
• attend regular meetings with the CTL’s supervisor, the NSE team, and other CTLs.

Secondary Expectations of CTLs

A CTL will also be expected to:

• support UVic Orientation programming in a variety of different ways including leading campus tours, facilitating group ice-breakers, and setting-up/taking-down event spaces;
• participate in all aspects of CTL training (both Summer and ongoing), meetings with supervisor(s), and regular team meetings;
• maintain an organized calendar to manage and schedule student check-ins;
• follow procedures which govern the provision and use of UVic’s resources; and
• promote safety, inclusion, and diversity in alignment with the Connect program's policies and goals.

Eligibility for the CTL Role

A person interested in the CTL role must:

• be returning to UVic as an undergraduate or graduate student in good standing for the Fall 2021 term;
• be enrolled in both the Fall 2021 and Spring 2022 terms; and
• have completed a minimum of one term of study at the time of application submission.

Please note: The CTL’s role will be undertaken primarily virtually with some on-campus requirements. For this reason, a CTL must have regular access to a computer, a reliable internet service, and be able to participate in video calls. The OSL recognizes that some people who would be interested in and well-suited to the CTL’s role may be restricted in their ability to satisfy these requirements by their personal circumstances. The OSL wants to ensure such individuals are not excluded from the CTL role. A person who is interested in the CTL role and who would face a restriction of the type described above may contact Emily Huynh, Manager, Student Life and Engagement at the OSL (studentlifemgr@uvic.ca) to discuss the nature of and the reason for the restriction. In appropriate cases, the OSL may be able to provide necessary assistance to the person in question for the duration of the person’s CTL role.

Core Competencies for the CTL Role
A CTL must:

- be able to demonstrate leadership and the ability to develop and support others;
- be able to demonstrate active listening and an awareness of the needs and trends affecting new students at UVic;
- have excellent communication skills (listening, written, oral, and facilitation);
- demonstrate discretion and sound judgement in conversations with students, peers, and supervisors;
- have a passion for contributing to the student experience at UVic;
- have the ability to work both independently and as part of a larger team;
- have excellent time management skills;
- have good and current technological skills including proficiency with video call tools such as Zoom and Microsoft Teams and familiarity with commonly used social media platforms;
- have an understanding of the systemic challenges and structural barriers students face in accessing and attending UVic. Lived experience of navigating barriers would be an asset; and
- must have the ability to engage in critical self-reflection and an understanding of (or willingness to learn about) privilege and oppression.

Please note: The OSL recognizes that a person who is interested in the CTL role may not have prior formal experience in one or more of the above core competencies. The OSL recognizes that the lived experiences of students from diverse backgrounds, as well as the capacity and potential to work across differences, may provide an alternative and equivalent way to be equipped for the CTL role.

Benefits of Involvement

A CTL will:

- learn new skills and gain experience in student leadership and peer mentorship;
- establish a diverse network of friends and peers across campus;
- build or enhance a Co-Curricular Record;
- receive a personalized reference, via LinkedIn and/or other channels;
- access personal development opportunities through the OSL and receive mentorship from OSL staff; and
- leave a legacy to the UVic community and shape the student experience at UVic for years to come.

Information Sessions:

We are hosting an optional virtual information session so that you have the opportunity to ask any questions you may have about the New Student Connect Program, the roles, or anything else you might be wondering. We will share our general tips for applying. These sessions are aimed to inform and support your application, however, your attendance does not represent or communicate any guarantees around candidacy for the role. You are not required to attend an info session. If you are unable to attend an information session, the recording will be available for you to watch on your own time the following business day. The recordings will be posted on our website at:
- **New** applicants (if this is the first time you would be a student leader with the *Connect* program)
  - Tuesday, June 15\(^{th}\), 11:00 – 12:00 PT, [https://uvic.zoom.us/j/82665704293](https://uvic.zoom.us/j/82665704293)

- **Returning** applicants (if you have been a student leader with the *Connect* program)
  - Tuesday, June 15\(^{th}\), 3pm-4pm PT, [https://uvic.zoom.us/j/88405187732](https://uvic.zoom.us/j/88405187732)

**How to Apply:**

We are interested in your responses to the three questions listed below.

**Step 1:** Using the prompts below, write a cover letter (maximum 1 page) and include how your experience relates to the role.

**Step 2:** Submit your application at this Survey Monkey link: [https://www.surveymonkey.ca/r/Connect_2021](https://www.surveymonkey.ca/r/Connect_2021). You will be asked to complete a page with general information about yourself. You will then upload a PDF document of your cover letter and resume separately.

**Note:** If you are applying for multiple positions, ensure that you complete the application requirements and questions for each position in your survey response.

- What does leadership mean to you? How do you strive to demonstrate leadership?
- What interests you about joining the *New Student Connect* program as a CTL?
- What supports do you think student mentors need to thrive in their role?

Please submit the survey form by **Monday June 21\(^{st}\) at 11:59PM PT**. If you have any questions or concerns please do not hesitate to email Gavin, Raquel or Priyanka at getconnected@uvic.ca