Unit & Department: UVic Office of Student Life, New Student Engagement

Remuneration: $3500 honorarium (annual)

Dates: August 7, 2020 – April 30, 2021

Time Commitment: Approximately 12 hours a week, with a mix of scheduled and self-scheduled hours.

Reports to: Coordinator, Student Engagement; or Coordinator, Student Development

Our Philosophy:

The New Student Engagement Team empowers students to find a sense of belonging and develop meaningful connections within the UVic Community. We achieve this by creating intentional spaces and opportunities for students to engage with their peers, academics, identity and purpose. We support the diverse needs of all students entering the institution by fostering an environment where they can thrive throughout their time at UVic.

Our students come from a variety of backgrounds and an abundance of lived experiences. As such, we actively encourage applications from members of any and all groups, including, but not limited to Indigenous peoples, members of all races, places of origin, colour, religions and spiritual beliefs, visible and invisible disabilities, sexual orientations, gender identities and expressions.

Position Summary:

Engage Leaders (ELs) are role-models and mentors for new students participating in the New Student Connect program. The Connect program is a virtual community environment where new UVic students can connect with peers and programming relevant to their needs. As an EL, you play a major role in creating a sense of belonging amongst all new students. ELs are part of the New Student Engagement team (NSE) within the Office of Student Life (OSL).

You will guide a group of incoming UVic students through the 2020-2021 academic year. Using a variety of virtual platforms (primarily Microsoft Teams) you will be responsible for building community, providing support, educating about campus services and resources, and facilitating connections amongst the group. You will collaborate with other ELs to moderate an engaging virtual common space where students and leaders can promote events and activities that explore aspects of identity, personal development, and community engagement.

You are a leader with a passion for building community, facilitation, and creative problem-solving. You are invested in the continual development of your own leadership practice, and in improving the university experience of other students.

The Engage Leader – Team Lead (ELTL) is responsible for creating team spirit amongst a group of 6 – 10 ELs throughout the 2020-2021 academic year. They use their additional leadership knowledge to help
facilitate activities and discussions with their group of ELs that empower them in their role and promote group bonding. Working both independently and in collaboration with the Engagement Coordinator team, ELTLs plan activities and share information during regular team meetings.

**Key Duties:**

- **Community Building**
  - Lead online and virtual 1-on-1 and group activities that encourage connection and community building between individuals within your group using video calls, voice calls, and instant messaging through Microsoft Teams or other UVic Virtual platforms.
  - Collaborate with campus partners to support community building activities related to your group’s faculty or your shared identity (eg. transfer students, graduate students).
  - Uphold the Connect program expectations to promote safety, inclusion, and diversity.

- **Student Support**
  - Provide information about campus resources and services, and help new students navigate how they access these services.
  - Follow resourcing and reporting procedures if you identify or suspect that a student is struggling with their wellness (eg. academic, financial, mental health, etc.)
  - Maintain clear healthy boundaries and ensure that you are not providing information to students that is beyond your role and expertise.
  - Report conduct concerns of any participants to your New Student Engagement team supervisor, and follow up, under the direction of your supervisor, to address the behaviour.
  - Maintain confidentiality regarding student information and concerns by following reporting protocols and managing information responsibly.

- **Participation**
  - Report directly to a Coordinator on the New Student Engagement team.
  - Participate in all parts of EL training, meetings with supervisor(s), and regular team meetings.

- **Team Development**
  - Plan team-building activities and social events for a group of ELs.
  - Lead and co-lead virtual team meetings.
  - Provide guidance, encouragement, and support for ELs with their community building efforts.
Qualifications:

This is a *work-from-home* position. Applicants must have regular access to a computer, reliable internet, and be able to participate in video calls.

- *Demonstrated experience in a student leadership role is an asset for the Team Lead position.*
- Be returning to UVic as an undergraduate or graduate student in Fall 2020, enrolled in both the fall and spring sessions
- Have completed a minimum of one term of study at the time of application submission.
- Be in good non-academic and academic standing
- Have knowledge of the services and supports at UVic

Core Competencies and Skills:

- Excellent ability to work with team dynamics, and the ability to lead a group of student-leaders.
- Excellent communication and facilitation skills: listening, written, verbal, facilitation, and negotiation
- Computer skills – proficiency with online conferencing tools (Zoom, Microsoft Teams, etc.)
- Conflict resolution and mediation skills
- Excellent organization skills for planning and hosting meetings and facilitating events.
- Demonstrated professional boundaries and good judgement
- Intrinsic motivation to model continued engagement throughout the year
- Strong interpersonal skills to effectively support the students within the community
- Ability to work independently as well as part of a larger team
- Working knowledge and/or experience building community within a diverse group of students
- Demonstrated active listening and awareness of needs/trends of students in transition
- Passion for contributing to the student experience
- Demonstrated active listening and awareness of needs/trends of students in transition

Benefits of Involvement

1) This para-professional activity is eligible for the Co-Curricular Record
2) Receive a personalized LinkedIn reference, amongst others
3) Access to professional development opportunities
4) Work alongside professional staff within the Office of Student Life and develop impactful relationships across campus
5) Leave a legacy in the UVic community and shape the student experience for years to come!

For More Information:

We are hosting a few *optional* virtual info sessions so that you have the opportunity to ask any questions you may have about the program, role, etc. These are taking place on Zoom on the dates and times...
listed below. Please use the listed URL to enter the video call, and password once prompted on your
screen.

1. Afternoon - Monday, July 6th, 2020 - 2:00-3:00pm (PST)
   a. Meeting URL:  
      https://uvic.zoom.us/j/97639899092?pwd=RTZ4VHprTkJ0bk1HSUhyaG9DYnIoQT09
   b. Password to attend: Engagement

2. Evening - Wednesday, July 8th, 2020 - 6:00-7:00pm (PST)
   a. Meeting URL:  
      https://uvic.zoom.us/j/92935616307?pwd=TjZvZHBlL21ETkZCVkkwaUdjVGsxQT09
   b. Password to attend: Engagement

3. Morning - Thursday, July 9th, 2020 – 9:00-10:00am (PST)
   a. Meeting URL:  
      https://uvic.zoom.us/j/97472106594?pwd=MjIrZ0RCNGs4ZFFKNE1GVVhlZGFLUT09
   b. Password to attend: Engagement

How to Apply:

Please submit the following to getconnected@uvic.ca by Sunday, July 12th, 2020 – 11:59pm (PST).

1. Your Name, Faculty, Program and Year of Study
2. The name of the position(s) you are applying for
3. Your Cover Letter (PDF)
4. Your Resume (PDF)
5. Your answers to the following questions:
   a. What are your thoughts about building community virtually? What ideas do you have for facilitating these connections? (max 250 words)
   b. In your opinion, what is the role of a leader in a diverse community of students? (max 250 words)
   c. For EL – Team Lead applicants only: Reflecting on your own knowledge and experience, what are the key elements of effective team leadership? As a group leader, how might you help everyone on the team succeed in their roles? (max 300 words)

Please note: if you are applying for multiple positions, you only need to submit one copy of your cover letter and resume. Please ensure that you have answered the application questions for each of the positions you are applying for and indicate your ranked position preference in the email.

If you have any questions please email getconnected@uvic.ca