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 (in addition to the EL role):

Engage Leaders (EL) 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).

The Engage Leader – Global Students (ELGS) is responsible for building community amongst a group of international students who have chosen to be a part of this identity-based group within the New Student Connect program. They practice community development in a way that supports the unique needs of international students. They collaborate with leaders in International Student Services (ISS) to promote events, opportunities, and services available for international students.

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 participate in 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 and facilitation practice, and in improving the university experience of other students.

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 (e.g. 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 (e.g. 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 (e.g., referring international students to ISS who have immigration, work authorization and health insurance questions)
  - 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.

- **Global Student Leadership**
  - Provide community building activities that are relevant, safe, and meaningful for a diverse group of new international students
  - As part of the ELGC team, collaborate with ISS to address student needs in a way that is accessible to all international students in the Connect program
  - As part of the ELGC team, moderate a virtual forum where international students in the Connect program can build relationships and access relevant information
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.

*International lived experience, including being an International Student, is a significant asset.*

- 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 communication and facilitation skills: listening, written, verbal, facilitation, and negotiation
- Strong interpersonal skills to effectively support the students within the community
- Computer skills – proficiency with online conferencing tools (Zoom, Microsoft Teams, etc.)
- Demonstrated good judgment and problem solving skills
- Ability to work independently as well as part of a larger team
- Demonstrated leadership skills
- Passion for contributing to the student experience
- Demonstrated active listening and awareness of needs/trends of students in transition
- A demonstrated passion for international student engagement and development
- Strong understanding of community building practice for a diverse group of students

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.
Engage Leader, Global Students 2020-2021

Position Description

1. **Afternoon - Monday, July 6th, 2020 - 2:00-3:00pm (PST)**
   a. Meeting URL: https://uvic.zoom.us/j/97639899092?pwd=RTZ4VHprTkJ0bk1HSUhyaG9DYNloQT09
   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=TjZvZHBiL2IETkZCVkkwaUdjVGsxQT09
   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=MjIrZ0RCNGs4ZFFKNE1GVVhIZGFLUT09
   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 – Global Student applicants only:** Reflecting on your own knowledge and experience, please discuss some unique or specific considerations for the experience of International Students during their first year at UVic.

**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 ranker position preference in the email.

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