



**UNIVERSITY OF
CALGARY**

As we approach Orientation in these uncertain times, and build our First Year Experience programming, we are offering two awesome opportunities for students to be involved in welcoming their first year peers to the University of Calgary.

First Year Experience Leader

Length of Position: April, 2021 – April, 2022

Position Classification: Student Volunteer

Hours: Online training April-October, approximately 20 hours

Orientation: September 2-3, 2021*, approximately 16 hours

You at UCalgary Event: May 2021 (date TBD), approximately 4 hours

Online Component: Ongoing from May-April, approximately 1 hour per week

Position Description: Welcome the incoming class to our campus as a First Year Experience Leader! This position is a new, expanded version of the traditional Orientation Leader Role. The First Year Experience Leader (FYE-L) role will span from April 2021 through April 2022. FYE-Ls work together to lead groups of 20-40 new students through Fall Orientation programming in September. Additionally, these student leaders will guide incoming students through the You at UCalgary program offered in May, and subsequently act as mentors of first-year students through Online Orientation on the D2L platform from May 2021 through April 2022. This is a highly visible, high impact student leadership opportunity. Orientation Leaders are often the first connection our new students make to our campus community. Help make the transition into university life smooth and share the knowledge you have gained as a student on campus!

Orientation Leader

Length of Position: July, 2021 – September, 2021

Position Classification: Student Volunteer

Hours: Online training July-September, approximately 14 hours

Orientation: September 2-3, 2021*, approximately 16 hours

Description - Welcome the incoming class to our campus as an Orientation Leader! Orientation Leaders work together to lead groups of 20-40 new students through the two days of Fall Orientation in September. This is a highly visible, high impact student leadership opportunity. Orientation Leaders are often the first connection our new students make to our campus community. Help make the transition into university life smooth and share the knowledge you have gained as a student on campus!

Benefits:

- Enhance your leadership, communication, and organizational skills
- Contribute to the development of new students
- Gain knowledge of group processes
- Receive comprehensive and engaging training program
- Expand your network of students, faculty, and staff
- Exposure to implementing a large and comprehensive program

Qualifications:

- Current UCalgary Undergraduate Student
- Desire to aid new students make a successful transition to university
- Interested in fostering connections between students and the University
- Able to follow instructions and directions
- Respectful of diversity in all its forms
- Professional and exemplary representative of UCalgary
- Interested in developing personal and team leadership skills
- Self-motivated, energetic, and enthusiastic with a positive attitude
- Effective communication and group facilitation skills
- Ability to work both independently and as part of a team
- Ability to analyze situations and make decisions in the best interest of all parties
- A good understanding of the Orientation Week programs and an interest in its success
- Previous experience as an Orientation Leader not required

Primary Responsibilities:

- Completion of the online training program during the summer months
- Attend and actively participate in training **online throughout the summer months of July-September for Orientation Leaders and April-October for FYE Leaders.**
- Attend and fully participate in Orientation **September 2-3, 2021**
- Assist in fostering positive connections between new students
- Be familiar with campus resources and services
- Familiarize yourself with the Orientation Leader Training Manual and all other materials distributed by Leadership and Student Engagement
- Conduct yourself in an ethical and professional manner including following the Orientation Leader code of conduct
- Maintain confidentiality, appropriately refer students to campus resources and services based on students' individual needs. Support the efforts of all volunteers and staff in the Leadership and Student Engagement
- Fulfill all responsibilities to the best of your ability

Commitment & Tasks:

Orientation Leaders commit to a **minimum of 30 hours**, mainly during the month of September. Please note that some evening work may be required especially during Orientation.

*Please note the 2021-2022 Academic Calendar is typically released in March 2021. There is a high likelihood that Block Week will conflict with the Fall Orientation dates of September 2 & 3, 2021.

Therefore, Orientation Leaders are unable to fulfill their commitment if they intend to take Block Week Courses. Volunteers will be given the opportunity to withdraw their application if they choose to take Block Week courses.

CONDUCT STANDING

This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “*Probation for Non-Academic Misconduct*” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. *Note:* Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

HOW TO APPLY

To apply, please go to <https://ucalgary.ca/student-services/leadership/orientation-transition/orientationleader>. You will apply through Better Impact, our volunteer management platform. If you have never volunteered with the University of Calgary before, you will need to complete online Health and Safety training, which will take you 15 minutes. Upon completing your Better Impact profile, you will receive a confirmation email where you will follow a link to answer a few more questions and upload your application video:

To complete your application, please upload a 2-minute video in which you answer the following questions:

If you are a first-time applicant to either position:

- Why do you want to be a(n) Orientation Leader or First Year Experience Leader?
- How would you help your first-year peers in their transition to the UCalgary community?
- Describe your leadership style.

If you are a returning applicant to either position:

- What was the most meaningful part of being an Orientation Leader or First Year Experience Peer Helper?
- What excites you most about returning to either role?

*Please note, due to the high volume of applicants, any video longer than 2 minutes will not be reviewed past the 2-minute mark.