



LFS ACE (Academic & Career Engagement) Team Lead Position Description

Role overview

The LFS Academic and Career Engagement Team (ACE Team) focuses on delivering programming related to academic success and career development that allows participants to gain and apply relevant skills, be exposed to campus and Faculty-specific resources, and engage with their peers. Further, members of LFS ACE Team gain specific skills in the areas of project management and student development, increase their knowledge of student resources and outlets, and expand their friendships and professional relationships across the Peer Programs Network and the broader community of student leadership on campus.

Organizational Relationship

The ACE Team is a group of LFS undergraduate students who are invested in creating a sense of community and support in the areas of academics and career-related development opportunities for their peers. The primary way that LFS ACE Team does this is through a variety of events and workshops hosted throughout the year and the development of complimentary passive resources targeted at undergraduate students in the Faculty.

LFS ACE Team is a student-driven team that is supervised by the LFS Student Engagement Officer and is part of the Student Services Office in the Faculty of Land and Food Systems. There are also several staff from the LFS Student Services team that support and advise the team on specific initiatives.

Primary Functions

Student leaders within the LFS ACE team should expect to:

- 1. Work in a committee to support the academic and career development of LFS undergraduate students:**

The following committees support current initiatives and priorities with the Faculty of LFS. While each committee has a specific role, the expectation is that all LFS ACE student leaders will work collaboratively, where appropriate, to fulfill their committee objectives.

All Committees:

- Meet once a week for an hour to develop skills, plan for activities/programs etc.

Specific Committees will focus on one of the following:

- *Comms Committee:* Preparing and developing communications content for LFS ACE events & workshops, LFS Student Services on platforms including but not limited to social media, the Newsletttuce, LFS ACE Facebook page.
- *Events Committee:* Planning and implementing LFS ACE events (ex: Let's Talk About Research, and Your LFS: Career Stories with Our Alumni).
- *Workshops Committee:* Preparing, coordinating and facilitating academic, wellness and career related workshops for LFS undergraduate students including but not limited to Bounce Back in Term 2 and Mapping Your Major.



2. Build, Coach and Support an Engaged Community of ACE Committee Members

- Supervise, coach and mentor a committee of your peers.
- Coordinate and facilitate committee meetings
- Building and maintaining a respectful environment for others in all University-related activities.
- Building peer relationships.
- Modeling professionalism and leadership.
- Embracing your role as a UBC ambassador for student leadership.
- Communicating important updates from LFS Student Services to ACE Committee
- Providing support to the development of the student leaders in your committee
- Motivating team members to stay engaged for the duration of their roles and to build a successful team

3. Model outstanding student leadership on campus

- Act as an ambassador for student leadership at UBC and as a representative of the Faculty of Land & Food Systems and the ACE Team.
- Understand the role of an LFS ACE student leader and active participant in the Peer Programs Network plays within the community of leadership on the UBC-Vancouver campus.
- Contribute to and model behavior reflective of an environment at UBC that is dedicated to excellence, equity, and mutual respect.
- Uphold UBC's Respectful Environment Statement as a responsible member and ambassador of the UBC community.

4. Engage in personal and professional skill development

- Develop an understanding of your personal leadership style when working both individually and in a team.
- Gain practical skills that can be used in both an academic and career environment such as professional communication, giving and receiving feedback, meeting planning and facilitation, needs-driven program planning, and teamwork.
- Help to plan and facilitate the recruitment, interview, and selection process for incoming ACE Team members, gaining a new perspective on interview practices and expectations.

5. Other responsibilities

- Participate in LFS ROOTSS Canvas Discussion boards.
- Support the LFS ROOTSS programming.
- Coordinate and attend all meetings related to your selected events and committees.
- Meet individually with Committee Staff Advisor at the end of each term to set goals and reflect on contributions.
- Represent the ACE Team and the Faculty of Land & Food Systems with professionalism fitting for a student leader and role model.

Time commitments

Please note that the training sessions and meeting times outlined below are mandatory. Successful applicants, you will be asked to clear your schedule of classes or other commitments during this time.

- Successful candidates will commit to a minimum of a year from May 2024 through May 2025.
- Planning work requires some evening and weekend work throughout position



General Commitments:

- Peer Programs Welcome Lunch (Wed. April 11th, 2024 11:00am – 1:00pm) *optional*
- Complete Community Building Education online course.
- Complete asynchronous role training (May – August 2024)
- Coordinate social programming for committee and team (May– August 2024)
- Team Lead Training (Saturday August 31st, 2024 – full day)
- Fall Training Retreat (Saturday September 7th, 2024 – full day)
- Assist in the selection of LFS ACE 2025-2026 Team (March 2025)
- Participating in one-on-ones with respective staff advisor (Dec. 2024 & April 2025)

Regular Meetings

- Weekly Team Lead Meeting with Program Advisor (determined based on team leads schedules)
- Weekly or bi-weekly committee team lead meeting with respective staff advisor (based on team lead schedules)
- Term 1: Every Tuesday 5:00pm-7:00pm, Tuesday September 10 to Tuesday December 3
- Term 2: Every Tuesday 5:00pm-7:00pm, Tuesday January 7 to Tuesday April 1

Weekly Commitment

- 1 hour of team lead meetings
- 1 hour of committee team lead meeting with staff advisor
- 3-5 hours of committee specific responsibilities (depending on the time of year)
- 2 hours weekly LFS ACE full team meeting (Tuesdays 5:00pm – 7:00pm)
 - Committee Meetings will happen during this meeting

Desired skills and experience

- You are an undergraduate student studying within the Faculty of Land & Food Systems in good academic standing (sessional average of 60% or greater). **Students on the team need to be enrolled in at least one class in both Term 1 (Sept. – Dec. 2024) and Term 2 (Jan. – Apr. 2025) of the 2024-2025 academic year, as an LFS undergraduate student.**
- You are willing and excited to learn and open to the ideas of others.
- You are able to capitalize on your existing skillset & knowledge while being willing to adapt.
- You have a demonstrated ability to take initiative and work independently.
- You are a passionate member of the Faculty and UBC community.
- You are prepared to commit fully to your role on the ACE Team; time management skills are an asset.

Benefits of participating in this role

Develop professional skills

- Enhance leadership skills in the areas of communication, team-building, personal and professional growth, networking, and thoughtful inclusion of others.
- Gain experience in supporting and developing programming for your LFS peers.
- Gain experience in hiring and recruitment best practices.



Increased opportunity for partnerships with programs and peers across campus

- Participate in and contribute to a strong and dynamic culture of student leadership on campus.
- ACE Team members are part of a larger community within the Faculty and seek opportunities to work closely with the LFS Undergraduate Society and other student groups, LFS Student Services, Alumni UBC, faculty members, and other Peer Programs in order to better serve their peers and expand their professional network.
- Contribute to and learn from a broader Peer Programs Network, which engages both within and beyond the UBC campus community in support of and in service to others

Commitment to Equity and Inclusion

- Equity and diversity are essential to the UBC community, and are essential to LFS ACE programming that will support all incoming students. A diverse leader community can help contribute to effective community building and to the empowerment of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sexual and gender identity, gender expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.
- We expect **all applicants** to be committed to equity and inclusion, and leaders will be provided with ongoing training related to these topics. We expect all applicants to show respect for all people and their differences, demonstrate fairness and equity, work to understand the perspectives of others, promote cooperation and collaboration, bring out the best in others, demonstrate empathy and use respectful language.

Program Advisor

Thilini Leitan, LFS Student Engagement Officer, thilini.leitan@ubc.ca