



SCI Team Position Description

Role Overview

SCI Team is a Peer Program that supports Science students' success through a variety of events and resources to support career and professional development. These supports are intended to benefit new-to-campus, current, and graduating students in addition to the SCI Team student leaders. In the coming year, SCI Team will continue to evolve from its former events-only structure to provide a hybrid of event and digital (e.g. video) resources for Science students. Members of SCI Team will have an opportunity to gain skills, feel a personal connection to UBC, and engage in new and interesting leadership and learning opportunities.

SCI Team is a **24 month (2 academic years)** commitment, from **April 2023 until the end of April 2025**.

Organizational Relationship

SCI Team is a group of Science students from diverse specializations who are interested in supporting, enhancing, and developing the academic and career-related experiences of their peers and building a sense of community within the Faculty of Science. SCI Team is a student-driven team that is advised by a staff advisor and is part of the Student Engagement unit in the Faculty of Science, Dean's Office.

Primary Functions

- **Events and Resources**
 - Envision, plan, and implement events (examples from 2022/2023 include Science Case Competition & Alumni Networking Night).
 - Provide targeted educational resources that support all undergraduate students in the Faculty of Science.
 - Contribute to the development of digital assets (e.g. blog post, video shorts) that address Science students' interests to engage in active learning, research, leadership, community service, career development, wellbeing, access and diversity, and international experiences.
 - Actively contribute to dialogues and events that develop diverse understanding and knowledge that will benefit students both during and after their BSc or BCS degree.
- **Engage in personal and professional skill development**
 - Gain tangible skills in chairing meetings and taking minutes, team dynamics within committees, facilitation, event planning and resource development, professional development, and network building.
 - Actively participate in experiences that are integrated into the curriculum of leadership development for SCI Team (which includes event planning and assessment, professional communications, team building, public speaking, and effective feedback) and the UBC Peer Programs Network (including key learning sessions in March, September, and January).
 - Roles and responsibilities will shift in nature and increase in complexity with experience through the two-year commitment.
 - Meet individually at the end of each term with the SCI Team Advisor to check in on goals and to collaboratively review performance.



- **Model outstanding leadership on campus**

- Represent SCI Team and the Faculty of Science with professionalism fitting for a student leader and role model.
- Understand the role that a SCI Team member and active participant in the Peer Programs Network plays within a community of leadership at the UBC-Vancouver campus.
- Contribute to 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.

Time Commitments

Important Dates for the 2023/2024 Academic Year

You must be available for:

- Team Welcome (In-Person), **Wednesday, April 5, 2023 from 5:30-7pm**
- **Wednesday, April 12, 11:00am – 1:00pm** – a formal welcome with the Peer Programs network. Lunch will be provided. If you have a class conflict with this time please let Cecilia know as soon as possible.
- Summer Community Building Education (Virtual Training) ~3-5 hours of asynchronous training between July – August. Details to be confirmed in July.
- Summer Training (Virtual Training) ~3-5 hours of asynchronous training on topics including Inclusive Event Planning & Project Management to be completed in July-August. Details to be confirmed in July.
- SCI Team full day training session (In-person) – **Sunday, September 3, 2023**. Timing to be confirmed later in summer.
- SCI Team & Science Peer Academic Coach September training retreat (In-person) – Full day, from **Friday September 8, 4pm through Saturday, September 9, 2023 10pm**. Timing to be confirmed later in summer.

Regular Meetings

- Wednesday's 5:30 – 7 pm (during the academic year, September-April)
**note: these meetings are mandatory and if you are a successful applicant, you will be required to clear your schedule of classes and other commitments during this time. Meetings will not be scheduled during Final Exams.*
- Self-scheduled smaller committee meetings (typically held weekly and scheduled by the group).

2024/2025 Academic Year Important Dates to be communicated in February 2024.

Weekly Commitment

Successful candidates will be expected to prioritize their involvement on this team and must commit a minimum of 4 – 7 hours per week, including meetings noted above. Some weeks you may volunteer much more than 7 hours depending on committees and event schedules. You will not be expected to volunteer during final exam weeks.

We expect that SCI Team members will prioritize this commitment and appropriately reduce other co-curricular involvement and volunteerism to facilitate the time necessary to contribute to and gain experience from this opportunity.



Note for students who have specialized or who are interested in a pharmacology specialization:

- Due to significant disruptions from the mandatory lab course, PCTH 302, also scheduled on Wednesdays, SCI Team cannot consider new applicants who are specializing in pharmacology.
- Pharmacology students who will enter their **second year** in September 2023 are still eligible to apply for SCI Team. Continuing into their second year on SCI Team (and third year pharmacology), these students must be prepared to be diligent and proactive in keeping up with meeting minutes, discussions, co-chairing, and all other commitments on SCI Team to counteract the impacts of PCTH 302 on regular meeting times. SCI Team will only consider students who can demonstrate exemplary time management skills and commitment.

Desired Skills and Experience

- Be an undergraduate student studying within UBC Science, in good academic standing (cumulative average greater than 60%)
- Be prepared to utilize your existing skills and experience while being open to learning about yourself and others & to adapting and developing as a young professional.
- Be prepared to commit fully to this role and the team. Experience with time management is an asset.
- Be able to meet all responsibilities & expectations outlined, previously.

Benefits of Participating in this Role

- **Develop a specific set of professional competencies**
 - Enhance leadership and career-related skills, including in the areas of communication, team-building, personal and professional growth, diversity/awareness, and networking. You'll have a chance to practice all of the [highlighted skills that Canadian employers look for](#).
 - Gain experience in organizing and carrying out projects related to events and resource development.
 - Practice and develop tangible skills in meeting organization, giving & receiving feedback and project management.
 - Technical skills including using website/blog platforms and utilizing software functions that improve efficiency such as "mail merge."

Increased opportunity for partnerships with staff, faculty and peers across campus

- Be a part of the broader Peer Programs Network, which engages both within and beyond the UBC campus community in support of and service to others.
- Team members are part of a larger community in the Faculty of Science, as well as campus wide, collaborating with SUS, academic advisors, the Centre for Student Involvement and Careers, alumni, and other Peer Programs.
- SCI Team collaborates with external stakeholders to produce events and resources. Potential collaborations include working UBC researchers to support Science Case Competition as judges or working with campus staff who support digital resource creation, such as UBC Studios.

Contact Information for Staff Advisor

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