

Broad-Based Admissions Alumni Reader Role Description – 2020 Admissions Cycle

Broad-Based Admissions Alumni Readers play a vital role in helping to shape the community of students and future alumni of the University of British Columbia.

By participating as a BBA Alumni Reader, you will help to read and score prospective student personal profiles, contributing to the evaluation of one of the crucial elements of the UBC admissions process. The Personal Profile is required of all high school students applying to all UBC degrees on the Vancouver and Okanagan campuses. It is also required of all transfer applicants into the Bachelor of Commerce and Kinesiology degrees on the Vancouver campus, and the Nursing degree on the Okanagan campus.

You will receive online training and must complete all training modules and practice reads prior to reading and scoring personal profiles for current applicants.

For this role we are seeking alumni volunteers who are passionate about UBC, interested to learn more about prospective students and committed to thoroughly reviewing applications with accuracy, consistency and free from bias. Please note this role requires confidentiality and a significant time commitment.

Impact of Volunteer Involvement	BBA Readers play a vital role in influencing/helping to shape the community of students and alumni at the University of British Columbia.
Volunteer Requirements	<ul style="list-style-type: none"> • Alumnus/alumna of UBC • Participation and successful completion of online training and profile scoring test by December 1, 2020. • Access to a computer with a secure and private internet connection, not a public WiFi network. • Able to fulfill a reading/scoring commitment of 10 to 15 applications/week (approximately 1 – 1.5 hours) from November 2020 – May 2021 • Must already have, or sign up for, a UBC Campus Wide Login (CWL) <p><i>*If you do not have a CWL, please indicate this on the application form and provide us with your UBC student number if you have this. Otherwise, we will be in touch with you to set up your CWL</i></p> <ul style="list-style-type: none"> • Must <u>NOT</u> be in any situation that is, or could be perceived as a conflict with the role of reading and scoring personal profiles including: <ul style="list-style-type: none"> ○ an applicant to an undergraduate program at UBC, ○ a parent, relative or guardian of a current applicant to an undergraduate program at UBC,

	<ul style="list-style-type: none"> ○ a counsellor, advisor, educational agent/consultant, teacher, tutor, principal, coach or sports coach of a current applicant to an undergraduate program at UBC, ○ an employee and/or volunteer of another post-secondary institution.
Term of Commitment	<p>Approximately 1 – 1.5 hours/ week (10 to 15 applications) November 2020 – May 2021</p> <p><i>*If there are periods of time when you know you will be unavailable (eg. work commitments, vacation time) please let us know and we will work to coordinate around these times.</i></p>
Work Conditions	<p>Readers will have access to an online reading and scoring tool and will be able to utilize this system anywhere there is internet access. There are no set reading times so reading can be done from your home, office or anywhere that you have secure access to a computer/laptop and internet.</p> <p><i>*Please note that should you have continual technical difficulties with the online scoring system, we regret that due to staffing resources and time-sensitive deadlines, we may not be able to assist and it may impact your ability to be a reader.</i></p>
Training Provided	<p>Training for this role is mandatory and includes online training modules with an introduction, practice reading, scoring, and ongoing assessment. Training is self-paced, typically 2-4 hours in total, and must be completed prior to reading and scoring profiles. Approximate training dates are from November 1, 2020 to December 1, 2020.</p> <p>Volunteers must pass a profile scoring test after training is completed prior to reading current applications.</p> <p>Ongoing assessment is important to ensure that readers are scoring consistently.</p>
Benefits	<ul style="list-style-type: none"> • Helping to shape the community of UBC students and future alumni • Providing valuable feedback to UBC staff as we continue to build and develop our broad-based admissions program and process • Donating your time to your alma mater, and recognition from the University as a valued volunteer
BBA Contact	<p>Vancouver Campus: Natalie Fallis, Manager of Applicant Services, Undergraduate Admissions, personal.profile@ubc.ca</p>

	Okanagan Campus: Halyna Petryshyn, Administrator, Admissions and Awards, halyna.petryshyn@ubc.ca or Stephanie Wood, Administrator, Admissions and Awards, stephw@mail.ubc.ca
Application Deadline	October 18, 2020 or until available positions have been filled.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage volunteer applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.