



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

Role overview

The LFS Academic and Career Engagement Team (ACE Team) plans and implements programming related to academic success, wellness and career development for LFS undergraduate students. The team is comprised of three committees with 2 team leads per committee. Team leads support, mentor, and coach a group of their peers while overseeing project work related to their committee. Team leads gain leadership, management, and project coordination skills. They are each supported by a staff advisor who guides the direction of their committee.

Organizational Relationship

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 and committee staff advisors from the Student Services team that guide the direction of each committee.

Primary Functions

1. Manage a committee that supports the academic, wellness and career development of LFS undergraduate students:

While each committee has a specific role, the expectation is that all members of the LFS ACE team will work collaboratively, where appropriate, to fulfill the team's mandate.

Specific Committees will focus on one of the following:

- *Comms Committee:* Prepare and develop communications content for LFS ACE events & workshops, LFS Student Services on platforms including the LFS Student Services Instagram.
- *Events Committee:* Plan and implement LFS ACE events (ex: Let's Talk About Research, and Career Stories with LFS Alumni).
- *Workshops Committee:* Prepare, coordinate and facilitate 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. Mentor, coach and support an engaged community of ACE Team members:

- Supervise, coach and mentor a committee of your peers.
- Coordinate and facilitate committee meetings.
- Model professionalism and leadership for your team while creating a cohesive team environment.
- Communicate important updates from LFS Student Services to your respective committee.
- Provide support for the professional development of the student leaders in your committee.
- Motivate team members to stay engaged for the duration of their roles.

3. Model outstanding student leadership on campus

- Build and maintain a respectful environment for others in all University-related activities.
- Act as an ambassador for student leadership at UBC and as a representative of the Faculty of Land & Food Systems and the ACE Team.
- Contribute to and model behavior reflective of an environment at UBC that is dedicated to excellence, equity, and mutual respect.

4. Engage in personal and professional skill development

- Develop an understanding of your personal leadership style.
- Gain 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.



5. Other responsibilities

- Participate in LFS ROOTSS Canvas Discussion boards and support LFS ROOTSS programming.
- Participate in async training and skill development through the Student Leadership Portal (SLP)
- Coordinate and attend all meetings related to your selected events/workshops and committees.
- Meet individually with the Committee Staff Advisor at the end of each term to reflect on experience.

Time commitments

Please note that the training sessions and meeting times outlined below are **mandatory**. Successful applicants 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 2026 through April 2027.
- Planning work requires some evening and weekend work throughout the position.

General Commitments:

- Complete asynchronous role training (May – August 2026)
- Coordinate virtual social programming for committee and team (July– August 2026)
- Team Lead Training (Saturday September 5, 2026 – full day)
- Fall Training Retreat (Saturday September 12, 2026 – full day)
- Assist in the selection of LFS ACE 2027-2028 Team (March 2027)
- Participating in one-on-ones with respective staff advisor (Dec. 2026 & April 2027)

Regular Meetings

- Weekly team lead meeting with Program Advisor (determined based on team leads schedules)
- Weekly or bi-weekly committee team lead meeting with committee staff advisor (based on team lead schedules)
- Weekly Full Team Meetings (includes committee time)
 - Term 1: Every Tuesday 5:15pm-7:15pm, Tuesday September 15 to Tuesday December 1
 - Term 2: Every Tuesday 5:15pm-7:15pm, Tuesday January 5 to Tuesday April 6

Weekly Commitments:

- 1 hour of team lead meetings
- 1 hour of weekly committee team lead meeting with committee staff advisor
- 3-5 hours of committee specific responsibilities (depending on the time of year)
- 2 hours weekly LFS ACE full team meeting (Tuesdays 5:15pm – 7:15pm)
 - 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. 2026) and Term 2 (Jan. – Apr. 2027) of the 2026-2027 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, alumniUBC, faculty members, and other Peer Programs to better support their peers and expand their professional network.

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

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