

Alumni Personal Profile Reader Role Description – 2024/2025 Admissions Cycle

Alumni Personal Profile 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 an Alumni-Personal Profile 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.

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 is a highly independent volunteer role which requires confidentiality, tech savvy, and a significant time commitment.

Impact of Volunteer Involvement	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"> • Alum of UBC • Able to complete training and volunteer work with a high degree of independence • Must be in Canada or in the United States in order to access UBC’s online reading and scoring tool • Participation and successful completion of online training and profile scoring test by November 15th, 2024 • Access to a computer with a secure and private internet connection, not a public WiFi network • Comfortable using technology and navigating complex systems/platforms/software • Able to fulfill a reading/scoring commitment of 10 to 15 applications/week (approximately 1 – 1.5 hours) from November 2024 – April 2025 • Must have past UBC student and/or campus wide login (CWL). CHECK HERE for information on accessing your CWL.

	<ul style="list-style-type: none"> • Must NOT 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; including current applicants to the PharmD/Nursing/MD programs; ○ a parent, relative or guardian of a current applicant to an undergraduate program at UBC; ○ any staff person, whether this be a counsellor, advisor, educational agent/consultant, teacher, tutor, principal, coach or sports coach of a current applicant to an undergraduate program at UBC; or ○ an employee and/or volunteer of another post-secondary institution, educational agency, consulting business or school
Term of Commitment	<p>Approximately 1 – 1.5 hours/ week (10 to 15 applications) November 2024 –April 2025.</p> <p><i>*If there are periods of time when you know you will be unavailable (e.g. 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 which can be accessed within Canada or the United States. 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. Work is highly independent and self-directed but guided weekly with reading assignments.</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 1st to November 15th, 2024.</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
Personal Profile Contact	<p>Vancouver Campus: Natalie Fallis, Manager of Applicant Services, Undergraduate Admissions, personal.profile@ubc.ca</p> <p>Okanagan Campus: Halyna Petryshyn, Administrator, Admissions and Awards, halyna.petryshyn@ubc.ca or Stephanie Wood, Administrator, Admissions and Awards, stephanie.woods@ubc.ca.</p>
Application Deadline	<p>October 15th, 2024 at 11:59 pm or until available positions have been filled.</p>

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.