



ams
eHUB

**AMS Entrepreneurship Hub (eHub)
Team Member Application Guide
2020-2021**

Note: Please ensure to read through this document in its entirety before submitting your application form.

AMS Services Mission

Offer services and resources to the membership which are in significant demand and aim to further the well-being of the membership as a whole; aim to enable all students to achieve their potential; and be accessible to all Active Members of the Society.

What is the AMS Entrepreneurship Hub (eHub)?

The AMS Entrepreneurship Hub's mission is to provide **access to entrepreneurial opportunities** for a wide range of students through events, education, and support. Our core values include providing a low-barrier service to a diverse group of students, offering guidance while encouraging different points of view, and helping innovative, impactful ideas to flourish in the UBC community.

Last year, that meant serving close to **500 UBC students** through **peer-to-peer appointments**, guiding students through the process of validating their entrepreneurial ideas, and through **events like RBC Get Seeded**, a pitch competition where UBC entrepreneurs can win \$500.

This year, we're serving students by growing the services eHub can provide. We're growing the eHub team, reaching students from a wider range of backgrounds and faculties, and building connections further and faster to maximize the opportunities we can help students to access. We look forward to reviewing your application!

The AMS Entrepreneurship Hub is currently seeking volunteers for 4 team portfolios.

These four portfolios are:

1. Internal
2. External
3. Marketing
4. Education

Within these four portfolios, there are two positions available:

1. Team Lead (5-7 hours/week)
2. Team Member (3-5 hours/week)

This document details the following information regarding hiring for **Team Members**:

1. Eligibility
2. Team Member Profile
3. Benefits of being a Team Member
4. Roles & Responsibilities
5. Portfolio Details
6. Application Process

IMPORTANT NOTICES:

We will be conducting interviews virtually this year via Zoom.

*NOTE: please **add** ehub@ams.ubc.ca as a safe sender email so that you don't run the risk of our emails being sent to your spam. Dates are subject to change due to ongoing uncertainty surrounding the COVID-19 pandemic.*

Important Dates to Note:

1. Applications close on **Friday September 18th at 11:59PM PST**
2. Interviews will take place on **Friday, September 25th** and will take approx. 30 minutes.
3. Onboarding will take place on **Monday, September 28th.**

1. Eligibility

- Must be a currently registered UBC student
- Must be available for **both Winter Session Term 1 and 2** during the 2020-2021 academic year
- Must be willing to meet virtually to discuss projects with Team Leads and team members
- Must be able to answer messages and emails within 48 hours on weekdays
- Must be able to meet the time commitment as specified in this document

*Questions around eligibility requirements can be directed to ehub@ams.ubc.ca – please note that barring very exceptional circumstances, applicants must meet all eligibility requirements.

2. Team Member Profile

Values

AMS Entrepreneurship Hub volunteers are a diverse group of students committed to providing low-barrier support to a wide range of entrepreneurial students across the UBC community through events, education and 1:1 support.

Traits (For all portfolios)

1. Communication skills

This is crucial for successfully supporting students and building relationships with organizations. It includes:

- Being able to quickly establish rapport with new people
- Being appreciative of diverse backgrounds, ideas and points of view
- Being able to communicate effectively with the team, whether in person, over a call or by email/message
- Being professional

2. Teamwork skills

Volunteers are able to:

- Identify when to work independently, when to work with team members and when to ask for advice from their Team Lead
- Work individually and within a team
- Previous demonstrated teamwork experience is an asset
- Previous experience with different organizations on campus is an asset

3. Enthusiasm about entrepreneurship

- Entrepreneurship-related experience will enhance your application
- More important than having a background in entrepreneurship, the ideal volunteer is enthusiastic about the potential of entrepreneurship to significantly impact students' lives, communities and the world at large.

4. Commitment to the role

This includes:

- Being reliable:
Showing up to events, answering messages in a timely fashion, and supporting other team members
- Being coachable:
Being patient, keen to learn and open to feedback

3. Benefits of being a Team Member

1. **Gain teamwork experience while serving the UBC community**
Successful applicants will work in teams to bring tangible benefits to entrepreneurial UBC students, following projects from the idea stage through to implementation
2. **Gain exposure to a wide range of entrepreneurial students and ideas**
eHub volunteers will have regular contact with entrepreneurial individuals, ideas and innovations, facilitating connections and sparking impactful conversations among like-minded students
3. **Gain access to professional development opportunities**
This will include coaching in areas such as communication skills, and will be finalized based on the interests of the team
4. **Develop strong communication skills in a professional context**
Whether interacting with students, organizations at UBC or organizations off-campus, volunteers will have opportunities to develop their communication skills in a professional environment
5. **Develop an understanding of entrepreneurial approaches to business**
Aside from professional development opportunities, volunteers will receive training in entrepreneurial terminology and concepts, providing the required basis for discussing entrepreneurial ideas with students while serving volunteers long after they have completed their roles
6. **Join the AMS of UBC student community**
Benefit from exposure to governance on campus and from being a part of the Alma Mater Society and its community

4. Roles & Responsibilities

For all team members

1. Volunteers are expected to attend **weekly meetings with their teams** and maintain **ongoing, timely and consistent communication** with Team Leads between meetings (eg. following up on project tasks over Slack)
2. Volunteers are expected to maintain **professional, timely communication** with **any organizations or individuals** they have been in contact with
3. Volunteers should **work with their team members** to keep the team aligned and identify opportunities for collaboration
4. Volunteers should demonstrate **enthusiastic passion** and **commitment** to the service, and be skilled in creating a supportive environment for students interacting with the Service

Time Commitment: 3-5 hours per week

Note: Some weeks will likely be busier than others – Internal, External and Marketing portfolios are likely to be the most consistent week-to-week, with Education and Growth being slightly more self-paced.

Additional responsibilities vary by portfolio (see next section).

NOTE: We view lived experience as expertise and consider it to be equally as valuable as academic and professional experience when reviewing applications. We strongly encourage candidates from marginalized communities and intersecting identities to apply, including Indigenous people, people of colour, those from lower income backgrounds and those on social assistance, people living with disabilities, and LGBT2QIA+ folk.

5. Portfolio Details

Internal Team

The internal portfolio primarily does two things: running events like the RBC Get Seeded pitch competition and connecting with clubs and organizations on campus.

Volunteer Roles:

- A. Volunteers are responsible for planning and implementing **RBC Get Seeded**, eHub's bi-annual pitch competition sponsored by RBC, under the guidance of the Team Lead
- B. Volunteers are responsible for reaching out to and building relationships with **entrepreneurship organizations** on campus, particularly events and hackathons where eHub can provide support and mentorship
- C. Volunteers are responsible for contacting and building relationships with **non-entrepreneurship clubs** on campus to broaden awareness and access to entrepreneurial opportunities, with support from the Marketing Team

External Team

The external portfolio's role is to build relationships with organizations outside of UBC, creating greater opportunities for UBC students interested in entrepreneurship.

Volunteer Roles:

- A. Volunteers are responsible for building **new partnerships** with Vancouver-based entrepreneurship organizations
- B. Volunteers are responsible for **managing relationships** with these organizations, including follow-ups to periodically check in with these organizations
- C. Volunteers are responsible for **identifying new opportunities** such as potential new sponsorships from these organizations

Marketing Team

The marketing portfolio's role is to effectively spread awareness about eHub events, partnerships and educational content.

Volunteer Roles:

- A. Volunteers are responsible for **implementing this year's marketing strategy** to reach a wide range of UBC students from a diverse range of backgrounds
- B. Volunteers are responsible for **managing existing channels of communication**, such as coordinating with AMS social media

- C. Volunteers are responsible for planning and implementing strategies for **expanding eHub marketing**, including new social media channels and working with the Appointments team to automate the appointments system (eg. via chatbot)

Education Team

The education portfolio's role is two-fold: building out an online course for students interested in entrepreneurship and creating an online training program for future eHub recruits.

Volunteer Roles:

- A. Volunteers are responsible for **working with entrepreneurship organizations**, as identified by the Team Lead, to **build out an introductory online course** for students
- B. Volunteers are responsible for **creating content** for an online training program for future eHub volunteers

6. Application Process

Volunteer selection is competitive. Members are chosen very carefully from a group of diverse and qualified individuals. Only applicants selected for an interview will be contacted.

The deadline for application form submissions is **Friday September 18th at 11:59PM PST.**

To apply, please submit your application via the AMS CampusBase application form.

We look forward to reviewing your application!

Sincerely,

Kavita Dau
Entrepreneurship Hub Coordinator
ehub@ams.ubc.ca