QUEEN’S STUDENT EXPERIENCE OFFICE
STUDENT VOLUNTEER OPPORTUNITY

Position: Orientation Media Team Volunteer (1-2 positions)

Term of Position: September 1st – September 5th, 2017
- Training: September 1st, 2017
- University Orientation: September 3rd – 5th, 2017

POSITION SUMMARY:

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

University Orientation (September 3rd, 2017 – September 5th, 2017) aims to help facilitate the transition of new students to the living and learning environment at Queen’s University. The overarching goal is to ease students’ overall social and academic transition and to provide a solid foundation for a successful university experience.

Reporting to the Coordinator, New Student Transition, the Orientation Media Team assists in capturing orientation events through photos and videos, preparing photos and videos for public consumption, and maintaining orientation-related social media platforms.

JOB DESCRIPTION

The Orientation Media Team Volunteer will:

- Take photos/video at orientation events.
- Compile and organize photos and videos for future use.
- Maintain social media platforms throughout orientation.
- Actively engage with and respond to questions from first year students, both in person and online.
- Assist with event support when necessary.
- Assist in creating a safe, inclusive, and accessible environment throughout University Orientation.
- Provide ongoing support to the Student Experience Office, the Residence Society, and Residence Life.

*Please note that the Orientation Media Team Volunteer may specialize in photography, videography, or social media, and is not expected (although is welcome) to contribute in all areas.*
JOB REQUIREMENTS

The Orientation Media Team Volunteer must:

- Be passionate about the orientation experience and helping with the first year transition
- Be skilled in photography and/or videography
- Have extensive knowledge of Facebook, Twitter, Instagram, and other social media platforms
- Knowledge of basic graphic design would be an asset
- Be resourceful, and willing to take initiative
- Possess excellent interpersonal skills
- Be able to exercise good judgement and sound reasoning
- Demonstrate creative problem-solving skills
- Be knowledgeable about the University and support services/resources that are available to students

HOW TO APPLY

If you are interested in applying for this position, please submit an application online. Applications are due at NOON on Monday, June 19th, 2017. Any questions may be directed to fall.orientation@queensu.ca