<table>
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<th>Position:</th>
<th>Orientation Volunteer (approx. 10 positions)</th>
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<td>Term of Position:</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt; – 5&lt;sup&gt;th&lt;/sup&gt;, 2017</td>
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<td>• Training: September 1&lt;sup&gt;st&lt;/sup&gt;, 2017</td>
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<tr>
<td>• University Orientation: September 2&lt;sup&gt;nd&lt;/sup&gt; – 5&lt;sup&gt;th&lt;/sup&gt;, 2017</td>
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**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 2<sup>nd</sup>, 2017 – September 5<sup>th</sup>, 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 Orientation Assistants (University Orientation), Orientation Volunteers provide support to the implementation of University Orientation events, assisting with the coordination of logistics and interacting with first year students.

**JOB DESCRIPTION**

The Orientation Volunteer will:

- Meet, greet, and provide directions to groups of first year students.
- Assist with the logistical coordination of large scale orientation events, including set-up, event run, and take down.
- Oversee the implementation of small-scale orientation events such as movie night, board games, or field games.
- Actively engage with and respond to questions from first year students.
- 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.
JOB REQUIREMENTS

The Orientation Volunteer must:

- Be passionate about the orientation experience and helping with the first year transition
- Be able to work independently, and on a team
- 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