Logistics Lead, 2022 University Orientation

Position Description

**Term:** July 2022 – September 2022 *See specific dates at the end of the Position Description
Evening/weekend hours may be required for events and meetings

**Remuneration:** This position is eligible for an honorarium.

**Background:**
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.

As part of Fall Orientation (September 3 – 11, 2022), “University Orientation” 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.

**Job Summary:**
Reporting to the University Orientation Student Lead, Welcome Team Logistics Leads assist in overseeing orientation volunteers, and often take a lead on the set-up and tear down of events.

Some benefits of being a Logistics Lead include:
- Building a deeper connection within the Queen’s community
- Leadership experience and development
- Welcoming the incoming class
- Experiencing a leadership role in the execution of a large-scale, multi-day event
- Experiencing high-stake logistical coordination

**Key Duties:**
The Logistics Lead will:
- Oversee the activities of, and provide direction to, groups of the Welcome Team day of events,
- Act as a resource to the Welcome Team in the absence of the University Orientation Staff,
- Aid in the communication between campus partners of various orientation events,
- Respond to challenges and concerns as they arise,
- Meet, greet, and provide directions to groups of first-year students, as needed,
- 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,
• Foster a safe, inclusive, and accessible environment throughout University Orientation,
• Provide ongoing support to the Student Experience Office, the Residence Society, and Residence Life.

**Skills Required:**
The Logistics Lead must:
• Be passionate about the orientation experience and helping with the first year transition,
• Be comfortable and capable of leading 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,

**Eligibility:**
Applicants for the Logistics Lead, Welcome Team
• Must be enrolled as a student at Queen’s University (with at least one year’s experience at Queen’s)
• Should have previous experience with Orientation program – faculty based or University Orientation *(preferred)*

**Time Commitment:**
• Synchronous & Asynchronous Online Training: Throughout summer (approx. 10 hours)
• On Campus Training: End of August (approximately 15 hours)
• University Orientation events: September 3 - 11, 2022 – predominately on Sept 3 & 4.
• Additional training as required

**Application Instructions:**
If you are interested in applying for this position, please submit your resume and application through an online application in confidence. The online application can be found here: [SEO Volunteer Application](#)

Please direct any questions or concerns to the University Orientation staff at fall.orientation@queensu.ca.

We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.