Welcome Team Member, 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: Volunteer

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 Volunteers provide support to the implementation of University Orientation events, assisting with the coordination of logistics and interacting with first year students.

Some benefits from being a Welcome Team Volunteer include:
- Building a deeper connection within the Queen's community
- Welcoming the incoming class
- Experiencing the execution of a large-scale, multi-day event

Key Duties:
The Welcome Team 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.
- 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 Welcome Team 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

Eligibility:
The Welcome Team Volunteer must:

- Be enrolled as a student at Queen's University (with at least one year's experience at Queen's)

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.