

Student Experience Office Employment Opportunity

Position:	Fall Orientation Event Observer
Term:	August 14 to October 9 (excluding Fall Reading Week & hours/week will vary. All candidates must have flexible availability for Fall Orientation Days: August 31, September 1, 2, and September 6, 7, 8.
Remuneration:	\$16.55/hour (plus 4% vacation pay)

Fall Orientation Student Event Observer

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.

The Senate Orientation Review Committee (SORC) is responsible for ensuring that the execution of the university's undergraduate Orientation aligns with Senate-approved policies and procedures. Multiple working groups at Queen's University collaborate to achieve this common goal. One such working group is the Deans and Designates Orientation Working Group (DDOWG), which brings together representatives from each faculty. The DDOWG oversees the planning and approvals of Fall Orientation activities for Queen's undergraduate students. By coordinating efforts across faculties, the DDOWG aims to enhance the overall orientation experience. Stakeholders from the Division of Student Affairs (DSA) and the Alma Mater Society (AMS) are actively involved in providing frameworks and action planning resources to orientation planners. This collaborative approach ensures that orientation programming is purposeful and intentional, avoiding the pitfalls of isolated planning and implementation.

By connecting various stakeholders and fostering collaboration, these groups work together to create a cohesive and comprehensive Fall Orientation program that aligns with the university's policies and meets the needs of incoming students.

Job Summary:

Orientation Event Observers have an important role in assessing the engagement, organization, and execution of both in-person and virtual Fall Orientation events. They are assigned to attend these events and carefully observe various aspects, taking notes on event logistics, communication, accessibility, equity, diversity, inclusion, and the general execution of the event. These observations are based on the details outlined in pre-approved event forms.

Once the observation is complete, Observers are responsible for consolidating their notes into a written report using a provided template. These reports are then submitted to the SEO Transition Projects Coordinator, who organizes them for use in the Fall Orientation evaluation cycle.

During Fall Orientation, Observers wear Queen's polos to be easily identifiable. They serve as visible figures and must demonstrate role-modeling behavior among incoming students and leaders. This includes conducting themselves professionally, adhering to the university's code of conduct, and exemplifying the values and expectations of Queen's University.

By fulfilling their role diligently, Observers contribute to the evaluation process and help improve the quality of Fall Orientation events, ensuring a positive and meaningful experience for all participants.

Key Duties:

1. Preparation

- a. Attend training sessions provided by the Student Experience Office to prepare for the role. The training will cover expectations, responsibilities, and guidance on conducting observations and writing reports.
- b. Review training resources on notetaking and writing skills to enhance observation and reporting abilities.
- c. Familiarize yourself with the Orientation Goals and Objectives to align observations with the intended outcomes.
- d. Review Fall Orientation event forms to understand the details and objectives of each assigned event.

2. Observation

- a. Attend Fall Orientation events within the designated 2-hour time window.
- b. Observe all stations and activities at the event to gain a comprehensive understanding.
- c. Take detailed notes on the execution of the event, focusing on the aspects outlined in the provided event form.

3. Report Writing and Editing

- a. Draft a report using the provided reporting tool and address the guiding questions.
- b. Incorporate edits provided by the Transition Projects Coordinator to refine the report.

4. Administration

- a. Submit availability for Fall Orientation Days to facilitate event assignments.
- b. Coordinate your schedule to attend assigned events for observation.
- c. Adhere to all submission deadlines for reports to ensure timely completion.
- d. Maintain open communication with the Transition Projects Coordinator to address any queries or concerns throughout the process

Skills Required:

The following skills and experience are essential for the Orientation Event Student Observer:

- Demonstrates intercultural competence and a knowledge of equity, diversity and inclusion principles;
- Identifies and addresses systemic barriers to inclusion and access in written observations
- Plans and manages time and resources to achieve goals; Open and responds constructively to feedback
- Completes tasks with accuracy and diligence; Clearly follows procedures
- Locates gathers and organizes data effectively; Demonstrates sound judgement
- Role modeling appropriate behaviours in-person and online at all times.
- Expresses ideas clearly and concisely through strong communication and writing skills

- Manages own learning and deadlines, able to work independently
- Have some technical skills and be knowledgeable in Microsoft Word, Excel, OneDrive, and SharePoint

Eligibility

The Fall Orientation Student Event Observer must:

- Be registered as a Queen's student and remain in good academic standing for the duration of their work term.
- Be in their second year of undergraduate studies or above
- Be legally entitled to work in Canada; International students must hold a valid study permit.

Time Commitment

- All observers will be required to participate in a synchronous 2-hour training session in addition to some online modules.
- During Fall Orientation, each observer will be assigned to attend 1 to 3 events per day, depending on their availability. They will be given a specific time window of 2 hours to attend each assigned event for observations. This allows for flexibility and accommodates the schedules of the observers.
- After attending the events and conducting their observations, observers will consolidate their notes into a written report. The time commitment for this task may vary depending on the individual observer and the complexity of the event, but it can take up to 1 hour per report.
- To keep track of their hours, observers will be provided with a timesheet. They will record their hours of observation, report writing, and any additional editing required.
- Orientation Observers will be compensated at a rate of minimum wage, which is \$16.55 per hour, for all the hours recorded on their timesheet.

To learn more, visit: <https://www.queensu.ca/studentexperience/join-our-team>

- The work term will be August 2023 to October 2023, with varying weekly hours depending on event observation preparation and report writing
 - Students will not be required to work more than 25 hours a week.
 - Students are required to return to Kingston prior to August 31st to begin observation. Exceptions may be considered case-by-case.
- The Fall Orientation Student Event Observers will be notified of assigned hours by their supervisor at least 2 business days in advance.

Remuneration: \$16.55/hour

Application Instructions:

To apply, please complete the application form:

https://queensu.qualtrics.com/jfe/form/SV_0jFYqXGyNo8IJ0Q that requires upload of your resume as well.

Questions can be directed to Anika Chowdhury, Transition Projects Coordinator, via email at anika.t.chowdhury@queensu.ca

Applications are due April 5th, 2024 at 11:59 PM.

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.