

Welcome Team Assistant Lead, University Orientation,

Position Description

Term: July 2024 - September 2024
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 20 hours paid work at \$16.55/hour.

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.

As part of Fall Orientation, 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.

Position Summary

Reporting to the Student Lead, University Orientation, the Welcome Team Assistant Lead assist in executing orientation events alongside volunteers, and often take a lead on the set-up and tear down of events. The Welcome Team Assistant Lead will coordinate with volunteers from the Welcome Team to deliver key event programming for incoming students during the Fall Orientation period.

Some benefits of being a Welcome Team Assistant 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 large-scale, multi-day events, and
- Experiencing high technicality logistical coordination.

There are three (3) positions available, and all team leads will work collaboratively in planning and executing university orientation events such as Welcome Home Night, Tricolour Parade, and Stadium Welcome. Each Assistant Lead will be responsible for a portion of the major events.

Key Duties

- Act as a resource to the Welcome Team in the absence of the University Orientation staff,
- Regularly offer friendly and approachable connections to students,
- Aid in the communication between campus partners of various orientation events,
- Respond to challenges and concerns as they arise,
- Foster a safe, inclusive, and accessible environment throughout University Orientation,
- 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 nights, board games, or field games, and
- Provide support to the Student Experience Office through other duties as required.

Required Skills

- Able to approach and engage with students to provide information and a friendly face/conversation/chat,
- Passionate about the orientation experience and the first-year transition,
- Comfortable and capable of leading a team,
- Resourceful, and willing to take initiative,
- Possess excellent interpersonal skills,
- Able to exercise good judgement and sound reasoning,
- Demonstrate creative problem-solving skills, and
- Knowledgeable about university support services/resources that are available to students.

Eligibility

- Must be enrolled as a returning student at Queen's University (second year or above)
- Should have previous experience with Orientation programs through either faculty-based orientation or University Orientation (preferred)
- Must not be a faculty orientation leader for Fall Orientation 2024, a Don, or part of Residence Society (ResSoc)

Time Commitment and Training

- Training and Preparation
 - Asynchronous online training throughout the summer
 - Synchronous in person training at the end of August (tentatively scheduled between August 27 - 30 2024, max 2 days)
 - Additional training as required.
- University Orientation events
 - Typically, near beginning of orientation period (August 31st and September 1st)

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 at [University Orientation Application](#)

Please direct any questions or concerns regarding this job description to 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.