

## Welcome Team, University Orientation

### Position Description

*Term:* July 2026 - September 2026, 40 hours total  
See specific dates at the end of the Position Description  
Evening/weekend hours may be required for events and meetings

*Remuneration:* \$17.20/hour (plus 4% vacation pay)

### Background

The Student Experience Office (SEO) at Queen's aims to prepare and support students in achieving their personal, social, and academic goals, as well as 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.

Fall Orientation is designed to help new students transition smoothly into the living and learning environment at Queen's University. The overarching goal is to facilitate students' overall social and academic transition, providing a solid foundation for a successful university experience.

### Position Summary

Reporting to the Student Lead of University Orientation, the Welcome Team will play a crucial role in University Orientation and Faculty Orientation. In both job functions, members of the Welcome Team are expected to take initiative and engage in problem-solving. There are fifteen (15) positions available.

During **University Orientation**, the Welcome Team will be assigned specific roles at Welcome Home Night, Tricolour Parade/Stadium Welcome and any other University Orientation events. They will work collaboratively to execute the events and provide support to incoming students.

During **Faculty Orientation**, Welcome Team members will attend Faculty Orientation events as observers to assess the engagement, organization, and execution of both events. Welcome Team members will be provided an outline of the event called an Event Run and will complete a survey to assess if the event execution aligns with the approved Event Run.

### Key Duties

- Act as a resource to first-year students, campus partners and vendors,
- Set-up and take-down of University Orientation events,
- Take initiative while responding to challenges and concerns as they arise,
- Regularly offer friendly and approachable connections to students,
- Attend assigned Faculty Orientation events to observe all stations and activities at the event to gain a comprehensive understanding
- Submit a report on each Faculty Orientation event,
- Foster a safe, inclusive, and accessible environment throughout Fall Orientation,
- Meet, greet, and provide directions to groups of first-year students as needed,

- Help campus partners throughout orientation events as needed.
- Provide support to the Student Experience Office through other duties as required.

### **Required Skills**

- Approach and engage with students to provide information and a friendly face/conversation/chat,
- Passionate about the orientation experience and the first-year transition,
- Completes tasks with accuracy and diligence; Clearly follows procedures
- Resourceful and able to take initiative,
- Comfortable problem-solving with minimal guidance,
- Excellent interpersonal skills,
- 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)
- Must be available for the dates listed below
- Must **not** be a faculty orientation leader for Fall Orientation 2026, a Don, or part of Residence Society (ResSoc)
- Previous experience with Orientation programs preferred

### **Time Commitment and dates**

- Training and Preparation
  - Asynchronous online training throughout the summer (3 hours)
  - Synchronous in-person training: September 1-2 (14 hours)
  - Orientation Preparation Day: September 4 (3 hours)
  - *Additional training may be required*
- Fall Orientation events
  - University Orientation - Sept 5 & 6 (15 hours)
  - Faculty Orientation Events – Sept 6, 7, 12 & 13 (2-3 hours per day max)

### **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 [https://queensu.qualtrics.com/jfe/form/SV\\_abZ5CnmbEmUp5A2](https://queensu.qualtrics.com/jfe/form/SV_abZ5CnmbEmUp5A2).

Please direct any questions or concerns regarding this job description to University Orientation staff at [fall.orientation@queensu.ca](mailto: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.*