Student Experience Office
Employment Opportunity

Position:  Student Lead, University Orientation

Term:  
January 17, 2022 – September 30, 2022
Academic year – 10 hours/week
Summer – 35 hours/week
Evening and weekend hours may be required.

Remuneration:  $14.92 (Hourly rate is inclusive of 4% vacation pay)

Student Lead, University Orientation
Position Description

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.

Job Summary:

The Student Lead, University Orientation will report to the Coordinator, Orientation & Transition in the Student Experience Office. The Student Lead, University Orientation will support the programs and initiatives within the Orientation & Transition portfolio including but not limited to University Orientation and other parts of the SEO transition programming. The Student Lead, University Orientation will develop and maintain partnerships within the Division of Student Affairs and across campus in planning and delivering programming that aligns with the goals of the Student Experience Office. The focus for this role is preparing University Orientation programming, managing Welcome Team volunteers, collaborating with AMS Orientation RoundTable and participating in Division of Student Affairs and Orientation RoundTable (DSAORT) committee.

Key Duties:

1. Event Planning & Management
   a. Assist in planning the logistics of events, including securing venues/event sites, coordinating event logistics, arranging A/V and equipment, and preparing catering orders;
   b. Create and complete event runs, event layouts, volunteer responsibilities, event-planning forms, and other documents required to ensure events run smoothly;
   c. Create and execute work plans;
   d. Ensure all programming is inclusive and accessible, and meets the diverse needs of the incoming class;
e. At discretion of the Coordinator, Orientation & Transition, liaise with various stakeholders, including Event Services, Housing & Hospitality, Student Constables, Queen’s First Aid, Residence Society, Orientation Roundtable, faculty societies and committees, as well as other campus and community partners to meet program needs;
   f. Assist in the collection and analysis of event and programming assessments.

2. Leadership
   a. Oversee the Orientation Volunteer program, including recruitment, selection, training and scheduling of all volunteers;
   b. Actively participating in SEO Training and additional development opportunities as assigned;
   c. Create recruitment materials and participate in the hiring of volunteers.
   d. Assist with the development and delivery training sessions for student staff and volunteers;
   e. Update and distribute training materials and annual manual for volunteers;
   f. Run team meetings, create agenda and take minutes to share with volunteers;
   g. Act as a role model for volunteers, and colleagues in the SEO.

3. Support Student Transition
   a. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate;
   b. Review, research and best practices related to inclusive, diverse and accessible orientation and transition programs;
   c. Development and review of OnQ and Rise modules, including content research and creation;
   d. Support additional transition programs as needed.

4. Promotions
   a. Support the implementation of marketing and promotional plans in collaboration with the SEO Communications Team;
   b. Represent the Student Experience Office at information fairs and other events as required;
   c. Act as a contact for students who have questions about events and programming.

5. Departmental Administration
   a. Attend staff meetings, one on ones, and other meetings as appropriate;
   b. Perform administrative tasks such as data entry and filing;
   c. Assist in the distribution and tracking of resources and other materials;
   d. Complete verbal and written reports in a timely manner;
   e. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years;
   f. Participate in ongoing professional development;
   g. Perform other duties as assigned.
Skills Required:
The following skills and experience are essential for the:

- Have experience planning and implementing large projects or large-scale events, or digital event planning;
- Have knowledge about the experiences of new students and the transition supports available; experience working with programming for new students an asset (e.g. Don, peer mentor, orientation leader/volunteer);
- Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles;
- Be able to work independently, and on a team with excellent interpersonal skills;
- Demonstrate sound judgement, leadership and professional communication skills;
- Knowledge of campus resources and student groups;
- Role modeling appropriate behaviours in-person and online at all times;
- Interest and knowledge in team building/inclusive leadership development activities, programs, and training;
- Previous facilitation or training experience is an asset;
- Strong communication and presentation skills;
- Have highly developed technical skills and be knowledgeable in computer software programs and technology such as OnQ, Zoom, Microsoft programs: Word, Excel, Planner, Outlook, PowerPoint;
- Be familiar with social media and other promotional tools

Eligibility
The Student Lead, University Orientation must:

- Be a registered Queen’s student and remain in good academic standing for the duration of their work term.
- Be legally entitled to work in Canada; International students must hold a valid study permit.
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

Time Commitment

- The work term will be January 2022 – September 2022, weekly hours are outlined below:
  - January 2022 – April 2022
    - Up to 10 hours per week, with occasional weekend and evening hours
    - Hours will not be assigned during Exam Periods, or Reading Week
  - May 2022 - August 2022
    - 35 hours per week, with occasional weekend and evening hours, including Orientation Week*
  - September 2022
    - Up to 10 hours per week, after Orientation, as needed.

- Hours will not be assigned during Exam Periods, or Reading Week
- The Student Lead, University Orientation will be asked to establish office hours with supervisor at the beginning of the employment period.
- *The dates for Orientation Week have not yet been confirmed, but there will be evening and weekend work, in the lead up to Orientation Week from approximately August 22 - September 11, 2022.
**Job Location:**
This role will be expected to work from the Student Experience Office in Kingston for the duration of the contract. Remote arrangements will only be required if implemented by KF&LA Public Health and Queen's University guidance.

**Remuneration:** $14.92/hour *(Hourly rate is inclusive of 4% vacation pay)*

**Application Instructions:**
Please submit your Cover Letter and Resume via the application form here: [https://bit.ly/SEOStudentLead](https://bit.ly/SEOStudentLead)

If you have any questions or issue with the application, please email Melissa Burke at melissa.burke@queensu.ca

**Applications are due November 21, 2021 at 11:59pm**
**Interviews will be on November 24-25, 2021.**

*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.*