

Welcome Team Volunteer, University Orientation - Position Description

Term: July 2023 - September 2023
See specific dates at the end of the Position Description
Evening/weekend hours may be required for events and meetings

Remuneration: This is a volunteer position

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, 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 of being a Welcome Team Volunteer include:

- Building a deeper connection within the Queen's community
- Welcoming the incoming class
- Experiencing the execution of large-scale, multi-day events

Key Duties

- Act as a resource to the Welcome Team Assistant Leads, Student Lead, University Orientation, and University Orientation staff,
- Regularly offer friendly and approachable connections to students,
- 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,
- Actively engage with and respond to questions from first year students,
- Foster a safe, inclusive, and accessible environment throughout orientation, 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 collaborating with 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)
- Must not be a faculty orientation leader for Fall Orientation 2023

Time Commitment and Training

- Training and Preparation
 - Asynchronous online training throughout the summer
 - Synchronous in person training at the end of August (one day, tentatively scheduled August 29th and 30th, 2023)
 - Additional training as required
- University Orientation events
 - Typically near beginning of orientation period (first few days)
 - Several hours per event

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.

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,



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STUDENT AFFAIRS
Student Experience Office

Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.