FYNIRS Coordinator
Position Description

Background:
The First Year Not In Residence Students (FYNIRS) program at Queen’s is an inter-faculty community aimed to help facilitate the transition of new students to living off-campus. The overarching goal is to ease students’ overall social transition and to provide a solid foundation for a successful university experience. FYNIRS offers yearlong programming that kicks off with FYNIRS Orientation, a 3-day event that offers fun and informative activities to help students meet other FYNIRS, Queen’s campus and Kingston area. The FYNIRS program continues throughout the year with events like skating, movie nights, exam care, and much more.

Job Summary:
Reporting to the FYNIRS Chair, FYNIRS Coordinators provide support to the implementation of FYNIRS Orientation events, assisting with the coordination of logistics and interacting with first year students. There will be multiple Coordinators hired who will be assigned a specific position focused on Logistics, Events or Communications.

Some benefits from being a FYNIRS Coordinator include:
- Building a deeper connection within the Queen’s community
- Welcoming the incoming class of off campus students
- Experiencing the execution of a large-scale, multi-day event

Key Duties:
The FYNIRS Coordinators will:
- Attend weekly Executive Committee meetings
- Complete tasks as assigned by Chair (can include event planning, financial oversight, and/or logistical coordination)
- Meet, greet, and provide directions to groups of first year students,
- Attend and Assist with the logistical coordination of all 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 Week and the year.

Skills Required:
The FYNIRS Coordinators must:
- Be passionate about the orientation experience and helping with the first year transition
- Be able to work independently, and on a team
- Be resourceful, and willing to take initiative
- Possess excellent interpersonal skills
- Demonstrate exercise good judgement and sound reasoning
- Be knowledgeable about the University and support services/resources that are
available to students

Eligibility:
The FYNIRS Coordinators must:
- Be enrolled as a student at Queen’s University (with at least one year’s experience at Queen’s)

Time Commitment:
- January to September
  o Planning phase before Orientation approximately 5 hours/week, will increase closer to FYNIRS Orientation Days: August 31 - September 2, 2019
  o The time commitment during the year is spread across both semesters; thus, students who are participating in an exchange program may be ineligible for it.
- All successful Executive Committee applicants will be required to attend Spring and Summer Training
- Additional training as required

Remuneration: This is a volunteer position.

Application Instructions:
If you are interested in applying for this position, please submit your resume via email to fall.orientation@queensu.ca. Please include if you have an interest in a particular Coordinator position: Logistics, Events or Communications.