



ORIENTATION COORDINATOR APPLICATION

DUE: September 23, 2019 at 9AM

INTERVIEWS: September 25 - October 4, 2019

INTRODUCTION

The Orientation Coordinator works with the Orientation Operations Committee to plan and execute Western's Orientation Week and Orientation Month activities. Working directly with the members on the Operations Committee, the Orientation Coordinator is involved in many aspects of the Orientation Program, including management of Orientation Staff; late night event planning, budgeting, execution, and marketing; and volunteer recruitment, selection, training, and recognition.

Candidates will be assessed on the competencies relevant to the position, as demonstrated through past performance, as well as their ability perform the primary responsibilities for the position. As part of the application process, candidates are required to provide personal evidence for the identified position competencies.

Competencies comprise knowledge, skills, attitudes, and behaviours that are required to be successful in the position. The Operations Committee has identified a number of position competencies that a successful Orientation Coordinator would possess.

POSITION COMPETENCIES

1. Project Management

Indicators:

- Prioritizes tasks and projects through systematic and timely processes.
- Delegates effectively, holding members accountable to assigned tasks.
- Asks for help with projects and tasks where needed.
- Demonstrates active engagement in planning, designing, and implementing change initiatives.
- Understands own possibilities and limitations in facilitating change.

2. Communication

Indicators:



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- Communicates effectively with colleagues and peers through written and oral mediums.
- Addresses conflict and issues constructively and in a timely manner, using solution-oriented behaviour.
- Understands the holistic value of engaging in dialogue for the purpose of hearing varied viewpoints and perspectives.
- Promotes trust through transparency and consistent communications.
- Asks for feedback from a variety of relevant sources.

3. Critical Thinking

Indicators:

- Observes organizational processes, practices, and outcomes, and considers possible improvements.
- Clarifies biases, strengths, and limitations
- Considers new perspectives on organizational relationships and processes.
- Plans with an awareness of foreseeable outcomes using a range of perspectives to inform self and others.
- Understands context in decision-making.

4. Team and Group Facilitation

Indicators:

- Fosters effective balance of task achievement and relationship building.
- Utilizes a diverse range of team member skills, and recognizes potential in others.
- Effectively facilitates team decision-making processes.
- Fosters team culture that supports consensus building and the development of its members.
- Provides constructive feedback to team members.
- Identifies and responds to individual learning and resource needs of team members.

APPLICATION FORMAT

The application package for this position consists of 2 pieces:

1. Resume

2. Demonstration of Competencies form

- Candidates are asked to produce personal evidence (i.e. behaviours, past events, experiences, activities) for the *indicators* associated with each competency. Personal evidence must demonstrate past performance of the related competency.



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- The best way to communicate how you have demonstrated a competency is in the following way:
 - A. Identify a Concrete Experience:** Recall a relevant personal experience, or several experiences, which demonstrates the competency and its indicators.
 - Write a detailed description of the event (i.e. as close as possible to a ‘play by play’ that a video camera might have recorded).
 - E.g. personal experiences or direct observations from others.
 - B. Reflect on your Experience:** Reflect on what you learned from the experience(s).
 - Discuss your analysis and judgments of the experience and the discussion about the learning that you engaged in with others. Reflection is a middle ground that allows you to come to conclusions about how and why you think and behave in certain ways.
 - E.g. judgments, feelings, and connections with earlier experiences, and conclusions reported from others.
 - C. Apply Your Learning:** Make generalizations and formulate practical applications which can be related to the Orientation Coordinator position
 - Share the conclusions you formed from your reflection stage which form the basis by which you can plan future action. Indicate situations when you would implement what you learned from your past experience(s) in the role of Orientation Coordinator.
 - E.g. application planning articulated as specifically as possible *for practice in the position.*
- **Please address each competency separately, as opposed to combining multiple competencies in a single paragraph.**
- **Please select ONLY 2 indicators per competency.**
- **Candidates are expected to demonstrate 3 competencies (i.e. 6 indicators).**
- **Please use only 1 example of a personal experience per indicator.**
- **500 words (max) per competency**



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APPLICATION SUMMARY

Please submit a resume and the completed Demonstration of Competencies form before **9:00 AM on September 23rd 2019**.

Successful candidates will be contacted for an interview. Interviews will be scheduled from **September 25th - October 4th, 2019**.

If you have any questions about either component of the application please contact Cecilia Liu, USC Student Programs Officer, at studentprograms@westernusc.ca or by telephone at 519-661-2111 x82611 for more information.