



University Students' Council – Position Description

Position Title:	Orientation Coordinator
Supervisor:	Vice President Student Support and Programming
Remuneration:	Salary
Hours of Work:	vary throughout the year (see time commitment section)
Term:	March 1, 2021 – December 31, 2021

OVERVIEW:

The Orientation Coordinator works in collaboration with the Vice President Student Support and Programming, Orientation Staff, and other key stakeholders to plan and execute Western's Orientation Week and Orientation Month activities. 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.

DUTIES AND RESPONSIBILITIES:

General Responsibilities

- Establish and maintain a positive rapport with the USC Executive, Orientation Staff, USC full-time staff members, Head Sophs, and other University stakeholders.
- Provide input regarding the allocation of funds in the Orientation Week budgeting process and oversee the disbursement and accounting of Soph fees.
- Facilitate ongoing information sessions for Orientation Staff, Head Sophs, and Sophs to gather Student feedback regarding the Orientation Program.
- Share ideas and discuss initiatives with Orientation Staff that support the continuous improvement of the Orientation Program and Student leadership development.
- Work with Orientation Staff to design, plan, and execute events prior to, during, and following Orientation Week.
- Meet weekly with the Vice President of Student Support and Programming.
- Meet weekly (May-September) with the Residence Orientation Coordinator.
- Meet bi-weekly with each of the affiliate college Orientation Coordinators.
- Work with Orientation Staff to organize and execute logistics for all Soph training sessions.
- Work with Orientation Staff to administer Soph selection proceedings.
- Complete a final report at the end of the contract term in compliance with the USC's Final Reports Procedure.

Management and Supervision of Orientation Staff

- Participate in the selection of Orientation Staff and determine the scope and distribution of responsibilities.
- Cultivate a strong sense of team cohesion amongst Orientation Staff members.

- Schedule and chair regular meetings with Orientation Staff, as well as facilitating team-building sessions.
- Provide constructive and timely feedback to Orientation Staff members regarding all aspects of their roles and responsibilities.
- Delegate tasks to Orientation Staff members, holding each member accountable to assigned duties.

Promotions and Marketing

- Work with Orientation Staff, USC Vice President Communications & Public Affairs and Western's Communications Office, to develop a comprehensive promotions and marketing campaign for Orientation Week.
- Develop and maintain a variety of social media platforms designed to inform incoming Students about orientation initiatives.
- Promote the sale, distribution, and pick up of O-Passes.

QUALIFICATIONS:

Project Management

- 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.

Communication

- Communicates effectively with colleagues and peers through both 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 transparent and consistent communications.
- Asks for feedback from a variety of relevant sources.

Critical Thinking

- 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.

Team and Group Facilitation

- 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.
- The Orientation Coordinator must be an undergraduate student as defined by Western University during the school year you apply for the Orientation Coordinator role.
 - The Orientation Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

TIME COMMITMENT:

1. Start date of March 1st, 2021. End date of December 31, 2021.
2. **March and April:** Hours of work will be 10 hours per week

May to September: Hours of work will be 35 per week.

***Orientation Week:** Up to 60 hours per week (As per Ministry of Labour excess hours agreement)

October to December: 10 hours per week

REMUNERATION:

The Orientation Coordinator will receive a salary of \$20,000 over the term of the contract based on the hours as outlined in the TIME COMMITMENT section above.

TRAINING/SUPPORT:

1. There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend.
2. Throughout their term, the Orientation Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops, and experiential learning facilitated by the Human Resources Department.

LEARNING OUTCOMES:

1. The Orientation Coordinator will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
2. The Orientation Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing others.

COMMUNITY IMPACT:

If successful in their role, the Orientation Coordinator will execute Orientation Week and Orientation Month activities that facilitate a positive transition for all new Students to Western University. Western's Orientation Program will welcome all new Students regardless of their gender, culture, sexual orientation, race, faith-based tradition, or any other identity unique to the Western community.

EVALUATION:

- 1) The Orientation Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - a. *Formative Assessment:* Vice President Student Support and Programming will maintain an ongoing and open dialogue of informal feedback with the Orientation Coordinator. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Orientation Coordinator to obtain a meaningful experience while also informing the Vice President Student Support and Programming about specific learning and development goals they hope to achieve.
 - b. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Orientation Coordinator tenure with the USC. These surveys are to

provide the Orientation Coordinator with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Vice President Student Support and Programming to evaluate all strengths, any necessary improvements and communicate future projects with the Orientation Coordinator. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

SUPERVISION:

- a) The Orientation Coordinator will report to the Vice President Student Support and Programming.
- b) Secondary support for the Orientation Coordinator will be provided by the USC's Human Resources Department.