



University Students' Council and *The University of Western Ontario*  
**ORIENTATION COORDINATOR POSITION DESCRIPTION**



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**EFFECTIVE:** September 2014

**SUPERCEDES:** November 2013

**AUTHORITY:** Orientation Planning Committee (OPC)

**RATIFIED BY:** OPC

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**1.0 POSITION TITLE: ORIENTATION COORDINATOR**

**2.0 POSITION OVERVIEW**

The Orientation Coordinator works with the Orientation Planning Committee (OPC) to plan and execute Western's Orientation Week. Working directly with the OPC Co-Chairs and the Coordinator, Orientation Initiatives, the Orientation Coordinator is involved in many aspects of the Orientation Program, including management of Orientation Staff, event planning and logistics, volunteer administration and Soph recognition, and the marketing of the program.

**3.0 POSITION COMPETENCIES**

**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.



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### 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.

## 4.0 PRIMARY RESPONSIBILITIES

### General Responsibilities

- Make decisions in the Orientation Program while always considering the potential impact on incoming students.
- Sit on the Orientation Planning Committee, and any working groups deemed appropriate by the Orientation Planning Committee.
- Establish and maintain a positive rapport with the USC Executive, USC full-time staff members, Orientation Planning Committee members, the Residence Orientation Coordinator, the Academic Orientation Coordinator, Head Sophs, Programming Assistants, and other University partners.
- Provide input regarding the allocation of funds in the Orientation Week budgeting process when needed.
- Facilitate information-gathering sessions for Head Sophs, Programming Assistants, and volunteers to collect student feedback regarding the Orientation Program. Share ideas and discuss initiatives with the Coordinator, Orientation Initiative that supports the vision of the Orientation Program.



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- Meet regularly with the Vice-President Student Events to give direct updates and to be assigned projects.
- Keep the OPC Co-Chairs well-informed of any pertinent activity within the Orientation Program, particularly matters concerning volunteer conduct or behaviour.
- Collaborate with other members of the USC Executive Board at the discretion of the Vice-President Student Events.

### **Managing and Supervising Orientation Staff**

- Participate in the selection of Orientation Staff, including determining the scope of responsibilities for each member.
- Cultivate a strong sense of team identity amongst Orientation Staff members using an effective balance between task achievement and relationship building.
- 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.
- Effectively delegate tasks to Orientation Staff members, holding each member accountable to assigned deadlines.

### **Event Planning and Execution**

- Work with Orientation Staff and USC Staff to design, plan, and execute the prior to, during, and following Orientation Week (see Appendix).
- Work with the Training Working Group of the Orientation Planning Committee and Orientation Staff to execute logistics for volunteer training (see Appendix).
- Work with the Selections Working Group of the Orientation Planning Committee and Orientation Staff to execute logistics for events related to the volunteer selection process (see Appendix).

### **Coordinating Soph Team Planning**

- Work with the Academic Orientation Coordinator and Residence Orientation Coordinator to accept summer planning proposals from Soph Teams.
- Act as resource for Soph Teams throughout the planning process by providing support and relevant policies to assist them.
- Coordinate the process of bringing proposals to the Orientation Planning Committee, and providing feedback to teams after the approval process.
- Stay in constant contact with all Head Sops, and relevant Orientation Volunteers with all meaningful and important information they require to meet their expectations



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and deadlines over the summer.

**Promotions and Marketing of Orientation Week**

- Work with Orientation Staff, USC Staff, and OPC to develop a comprehensive promotions and marketing campaign for Orientation Week.
- Develop a variety of platforms designed to reach incoming students, including but not limited to:
  - Website
  - Twitter account
  - Facebook page
  - Email advertisements
- Use creative and innovative concepts to promote the sale of O-Passes, as well as features of the upcoming Orientation Week.
- Create marketing tools and campaigns specific to events during Orientation Week (e.g. Campus-Wide Events).

**5.0 COMMUNITY IMPACT**

If successful in their role, the Orientation Coordinator will execute an Orientation Week that facilitates a positive transition for all first year students to Western University. Orientation Week will welcome all new students regardless of their gender, sexual orientation, race, faith-based tradition, or any other qualities unique to the diverse Western population.

**6.0 SUPERVISION**

The Orientation Coordinator reports to the Vice-President Student Events of the University Students' Council, who Co-Chairs the Orientation Planning Committee alongside a representative of the University (currently the Director of Residences). Under the direction and supervision of the Vice-President Student Events, the Orientation Coordinator is responsible for achieving the prescribed outcomes of the Orientation Program, as determined by the Orientation Governance Board and the Orientation Planning Committee.

**7.0 TIME COMMITMENT**

The Orientation Coordinator position has both flexible and fixed hours.

**November to April: 15-20 hours/week**



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During the first portion of the term, hours are flexible to fit around classes and other commitments. More hours may be required during peak times for training or selections, while fewer hours may be required at times such as the examination period.

**May to August:                      40 hours/week**

During the summer months, the Orientation Coordinator is expected to maintain a fixed office workweek in London. Evening and weekend work will also be required.

**Orientation Week:                60 hours**

**September to December:      5 hours/week**

## **8.0      RENUMERATION**

The rate of pay for the Orientation Coordinator position will be \$14.00/hour.

The Orientation Coordinator will be required to submit a detailed and complete final report at the end of their term.