



ORIENTATION COORDINATOR APPLICATION



DUE: October 10, 2014

INTERVIEWS: October 16-21, 2014

SUBMIT TO: Sam Kilgour, Vice President Student Events, usc.student.events@uwo.ca

INTRODUCTION

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.

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 of the relevant position competencies.

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

POSITION COMPETENCIES

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.

Communication

Indicators:

- 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.



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- 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.

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.

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
 - Each competency has a number of associated *indicators*, which candidates are asked to produce personal evidence for (i.e. behaviours, events, and activities). Personal evidence must demonstrate a candidates' past performance of the related competency.
 - The best way to communicate how you have demonstrated a competency is in the following way:



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- A. **Identify a Concrete Experience:** Recall a relevant personal experience, or several experiences, which exemplifies the competency and its indicators.
- A highly detailed description of events (i.e. as close as possible to a 'play by play' that a video camera might have recorded).
 - For example, personal experiences and observations from others.
- B. **Reflect on your Experience:** Reflect on what you learned from the experience(s).
- Your analysis and judgments of the experience(s) 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.
 - For example, 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
- The conclusions you formed from your reflection stage then 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.
 - For example, 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 will be expected to demonstrate 3 competencies (i.e. 6 indicators).**
 - **Please use only 1 example of a personal experience per indicator.**



University Students' Council and *The University of Western Ontario*

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APPLICATION SUMMARY

Please submit a resume and the completed Demonstration of Competencies form before 4:00 pm on October 10, 2014.

Successful candidates will be contacted for an interview. Interviews will be scheduled from October 16-21, 2014.

If you have any questions about either component of the application please contact Sam Kilgour, USC Vice-President Student Events, at usc.student.events@uwo.ca or by telephone at 519-661-2111 x82611 for more information.