



University Students' Council of the University of Western Ontario  
*Student Programs Officer*  
**ASSOCIATE, ORIENTATION**

**EFFECTIVE:** 01/01/2017

**SUPERSEDES:** 01/01/2016

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: ASSOCIATE, ORIENTATION**

**2.00 POSITION OVERVIEW:**

- a) The Associate, Orientation is responsible for, in collaboration with the Student Programs Officer, taking part in the planning and execution of Orientation Week and any year long initiatives. The Associate acts as an additional collaborator with the Orientation Coordinator, Orientation Staff and the Orientation Planning Committee. The Associate will be a resource to the Soph teams in financial matters and USC resources.

**3.00 PRIMARY RESPONSIBILITIES:**

- a) Assist the Student Programs Officer with their administrative duties as the Co-Chair of the Orientation Planning Committee when needed.
- b) Complete projects related to the Orientation Program assigned by the Student Programs Officer.
- c) Attend Orientation Planning Committee meetings and be an active member on various Working Groups.
- d) Work collaboratively with the Orientation Coordinator on projects when directed by the Student Programs Officer.
- e) Facilitate the budgeting process with approved faculty soph teams.
- f) Research Orientation Programs at other Universities to provide information for the betterment of Western's Orientation Program.
- g) Act on behalf of the Student Programs Officer in issues related to the portfolio when deemed necessary by the Student Programs Officer.
- h) Collaborates where necessary with all USC departments to achieve maximum efficacy during their term. Where necessary, ensures proper approval process has been followed on all projects.
- i) Adhere to all relevant bylaws, policies, and procedures.



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- j) Complete a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

**4.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:
  - a) *Previous experience and understanding:* Previous experience in the Orientation is an asset but not necessary. An in-depth understanding of OPC, stakeholders, the USC and Orientation program as a whole is an asset.
  - b) *Project Management Skills:* identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
  - c) *Communication Skills:* Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
  - d) *Adaptable and Resilient:* Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
  - e) *Interpersonal Communication:* The Associate, Orientation position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

**5.00 TIME COMMITMENT:**

- 1. Start date of May 1<sup>st</sup>, 2017. End date of May 31, 2018.

**May to September**

- a. Hours of work will be 25 per week.

**2. October to April**

- a. Hours of work will be 5-7 hours per week.

**3. May**



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- a. Hours of work will be 5 – 15 hours per week to assist with transition and final report.

**6.00 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) There will be an Orientation Day conducted in August to familiarize the Associate with the USC operations, fellow Interns, Associates and Staff.
- (3) Throughout their term, the Associate, Orientation 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.

**7.00 LEARNING OUTCOMES:**

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

**8.00 COMMUNITY IMPACT:**

- a) If successful, the Associate, Orientation will contribute to a positive transition for all first year students to Western University.
- b) They will also help foster a sense of engagement and involvement and contribute to the overarching sense of student development that exists at the USC.

**9.00 EVALUATION:**

- a) Associates will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. *Formative Assessment:* The Student Programs Officer will maintain an ongoing and open dialogue of informal feedback with the Associate, Orientation. 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



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feedback goes both ways so as to allow the Associate, Orientation to obtain a meaningful experience while also informing the Student Programs Officer about specific learning and development goals they hope to achieve.

- ii. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Associate, Orientation's tenure with the USC. These surveys are to provide the Associate 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 Student Programs Officer to evaluate all strengths, any necessary improvements and communicate future projects with the Associate, Orientation. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

**10.00 SUPERVISION:**

- a) The Associate, Orientation reports directly to the Student Programs Officer.
- b) Secondary support for the Associate, Orientation will be provided by the Human Services Department.