



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Orientation Staff - Administrative Intern</b>
<b>Supervisor:</b>	Vice President Student Support and Programming
<b>Remuneration:</b>	Salary
<b>Hours of Work:</b>	vary throughout the year (see time commitment section)
<b>Term:</b>	March, 2021 – December 31, 2021

### **OVERVIEW:**

The Administrative Intern is responsible for the projects as outlined below. The incumbent will review current Orientation Week practices, update policies and procedures, develop appropriate time lines and action plans according to the rhythm of the academic year. The Administrative Intern acts as an administrative support to the Orientation Coordinator and the Vice President Student Support and Programming. Due to the many partners they liaise with, and the secretarial assistance provided to members, the Intern acts in a neutral, non-partisan capacity. The Intern is an ex-officio member of Orientation Staff.

### **DUTIES AND RESPONSIBILITIES:**

#### **The Administrative Intern will:**

- Develop and maintain an Orientation Resource Bank of updated policies, which includes best practices and protocol for event safety guidelines, and volunteer resources
- Develop a set of minutes and action plans for regular Orientation Staff meetings
- Compile and distribute selection materials for O-Staff, Head Sophs, and Sophs
- Organize facility bookings and hospitality orders for Soph training sessions
- Liaise and work with various campus partners
- Attend and schedule standing meetings for Orientation Staff
- Create and post agendas, record and post minutes from Orientation Staff meetings
- Review and update standing Sophing policies in accordance with a 3-year review schedule
- Develop a communications plan to share important dates and Program updates monthly with campus partners
- Assist Orientation Staff in compiling constituency programming and budget reports, uniform design submissions, theme proposals, and Soph name requests
- Organize all Orientation Week and Orientation Month activities, services, contacts and resources into a digital communications platform or a mobile app
- Develop a comprehensive assessment report, based on the findings from the Post-Orientation Week Survey, to be presented and available in a web-based format complete with recommendations regarding O-Week's programmatic outcomes
- Manage the OWeek Website and the OWeek App

- Support the Orientation Coordinator with the logistics of Orientation Communications
- Research best practices in relation to new student orientation & transition programs post-secondary other institutions
- Create and maintain a master Soph contact sheet
- Other summer projects as assigned
- Due to the nature of the work representing all partners of the Orientation Program, the successful Administrative Intern will not hold a Soph position for Orientation Week 2021

## QUALIFICATIONS:

(1) Qualified candidates will have aptitudes in the following areas:

- a) *Previous experience and understanding:* Previous experience in budgeting and finance. An in-depth understanding of the USC, Campus Stakeholders, and Orientation program as a whole is an asset but not a requirement.
- 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 Orientation Program Intern 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.

(2) The Administrative Intern cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

(3) The Administrative Intern must be an undergraduate student as defined by Western University during the school year you apply for the Administrative Intern role.

## **TIME COMMITMENT:**

1. Start date of March 1<sup>st</sup>, 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 Administrative Intern will receive a salary of \$15,000 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 Administrative Intern 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.

## **COMMUNITY IMPACT:**

1. If successful, the Administrative Intern will contribute to a positive transition for all new students to Western University.
2. The Administrative Intern will also help foster a sense of engagement and involvement, and contribute to the overarching sense of student development that exists at the USC.

## **SUPERVISION:**

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