University Students' Council – Position Description

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

OVERVIEW:

The Orientation Staff Programming Intern will work as part of the USC's Orientation Staff team and focus on designing the large scale programs that are part of Orientation Week. These programs include supporting the Orientation Coordinator in planning the opening and closing ceremonies, concerts and One Love. As well, working with the faculty soph teams to help coordinate their ideas and connect them to the resources available by USC Staff. The Orientation Staff - Programming Intern will work closely with the Vice President Student Support and Programming, Senior Manager of Hospitality Services, the Productions Manager and the Chief Operating Officer of the USC.

DUTIES AND RESPONSIBILITIES:

The Programming Intern will:

- be tasked by the Vice President Student Support and Programming as well as take direction from the Orientation Coordinator
- work with the Senior Manager of Food and Beverage, the Productions Manager, and the Chief Operating Officer to source talent and manage the logistics of orientation programs during Orientation Week
- develop run sheets and scripts for opening ceremonies, closing ceremonies, one love and other programs featured during orientation week as designated by the VPSSP and Orientation Coordinator
- collaborate with the AVP Peer Programs and AVP Peer Support on One Love Program
- work with the Orientation Coordinator to develop the vision and themes for OWeek programs
- consult with student groups within and outside of the USC to ensure that programs are informed by student voices and representative of students wants; including consultation with the peer programs and peer support
- assist with programming/social activities for sophs

QUALIFICATIONS:

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

- project management
- organization
- communication

(2) The Programming Intern cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors or another role in the Orientation Program.

(3) The Programming Intern must be an undergraduate student as defined by Western University during the school year you apply for the Programming Intern role and throughout the duration of holding this role.

TIME COMMITMENT:

1. Start date of March 1, 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: Hours of work will be 10 hours per week

REMUNERATION:

The Programming 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 Programming 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 Programming Intern will contribute to a positive transition for all new students to Western University.

2. The Programming 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 Programming 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 Programming Intern will be provided by the USC's Human Resources Department.