



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

<b>Position Title:</b>	<b>Orientation Staff - Academic Orientation Commissioner</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 Academic Orientation Commissioner is responsible for taking part in the planning and execution of Orientation Week in collaboration with the Vice President Student Support and Programming, Orientation Coordinator, Orientation Staff, and other key stakeholders. The Academic Orientation Commissioner will act as a resource to Faculty Soph teams for finance, budgeting, team management, programming and event proposals for faculty night-time programming, as well as all USC involvement, such as logistics like uniforms and communications.

### **DUTIES AND RESPONSIBILITIES:**

#### **The USC Academic Orientation Commissioner will:**

- Establish and maintain a positive rapport with the USC Executive, Orientation Staff, USC full-time staff members, Head Sophs, and other University stakeholders involved in Orientation Week.
- Complete projects related to Orientation Week assigned by the Vice President Student Support and Programming and Orientation Coordinator;
- Assist in providing oversight over coordinating the faculty soph teams' event proposals and budgets, and planning processes of different aspects of the program;
- Will work alongside Student Experience and collaborate with Student Experience's Academic Orientation Coordinator and Community Engagement Coordinator, Student Experience to ensure that there is cohesion and open communication between Student Experience and the University Students' Council throughout the planning and execution of Orientation Week.
- Will meet bi-weekly from May through September with the Community Engagement Coordinator, Student Experience and Student Experiences' Academic Orientation Coordinator to discuss progress of Faculty Soph Teams and points of collaboration.
- Work with Faculty Soph Teams to manage uniform orders and first year t-shirt orders.
- Work with Faculty Soph Teams and Student Experience to support Faculty Day Programming as needed.
- Supporting faculty Soph Teams with team management as it pertains to events, adhering to Western's values and beliefs for student leaders, following the policies and procedures for Orientation Week, managing the budget and supporting the Head Sophs and programming assistants in navigating different logistical challenges.

- Escalate challenging situations brought forward by Head Sophs and programming assistants where appropriate, notifying administrators of situations or behaviour that runs counter to the goals of the program
- Work alongside the USC Events department to ensure that the faculty soph teams night time events within Orientation Week are logistically sound;
- Work alongside the Vice President Student Support and Programming, Orientation Coordinator, Orientation Staff, and USC Senior Managers to design, plan and execute events prior to and during Orientation Week;
- Collaborate with Orientation Staff as needed in organizing the logistics and executing all Soph Training Sessions;
- Work collaboratively with the Orientation Coordinator on projects when directed by the Vice President Student Support and Programming;
- Facilitate the budgeting process with approved faculty soph teams. Provide assistance where needed;
- Act on behalf of the Vice President Student Support and Programming in issues related to the portfolio when deemed necessary by the Vice President Student Support and Programming;
- Consulting where necessary with all USC departments to ensure proper approval process has been followed on all projects;
- Adhere to all relevant bylaws, policies, and procedures;
- Complete a final report at the end of the contract term in compliance with the USC's Final Reports Procedure.

## **QUALIFICATIONS:**

- (1) Qualified candidates will have aptitudes in the following areas:
  - a) *Previous experience and understanding:* Previous experience as a leader in the Orientation Program is highly recommended for this role. 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 Academic Orientation Commissioner 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) You must be a returning undergraduate student as defined by Western University during the duration of your time in the role of the Academic Orientation Commissioner.

(3) The Academic Orientation Commissioner cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors or another role in the Orientation Program.

### **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 Academic Orientation Commissioner 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 Academic Orientation Commissioner 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.

## **LEARNING OUTCOMES:**

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

## **COMMUNITY IMPACT:**

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

## **EVALUATION:**

- 1) The Academic Orientation Commissioner will participate actively with their supervisors in conducting formative and summative performance assessments.
  - a. *Formative Assessment:* Vice President Student Support and Programming will maintain an ongoing and open dialogue of informal feedback with the Academic Orientation Commissioner. 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 feedback goes both ways so as to allow the Academic Orientation Commissioner to obtain a meaningful experience while also informing the Vice President Student Support and Programming about specific learning and development goals they hope to achieve.
  - b. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Academic Orientation Commissioner tenure with the USC. These surveys are to provide the Academic Orientation Commissioner 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 Vice President Student Support and Programming to evaluate all strengths, any necessary improvements and communicate future projects with the Academic Orientation Commissioner. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

**SUPERVISION:**

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