



University Students' Council – Position Description

Position Title:	Orientation Staff - Hiring & Training 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 Hiring and Training Intern works in collaboration with the Vice President Student Support and Programming, Orientation Coordinator, and Senior Manager of People and Development to ensure that our orientation hiring and training follow USC hiring best practices. The Hiring and Training Intern will help to support the logistics of scheduling soph interviews and supporting human resources best practices in the selection process. The Intern will also support the logistics of training, in respect to room booking, production functions that are needed and supporting the facilitators and the Orientation Coordinator in logistics support.

DUTIES AND RESPONSIBILITIES:

The Hiring and Training Intern will:

- be tasked by the Vice President Student Support and Programming and take direction from the Orientation Coordinator
- work with the Senior Manager of People and Development and the Manager, Volunteer Services to ensure that our orientation hiring and training follow USC HR best practices
- coordinate the logistics of training with all the different soph teams for spring training (4 hours), mid-summer training (a weekend) and N Week training
- coordinate Leadership Soph Team Training
- work with facilitators to manage training schedule
- work with People and Development to help manage hiring
- Consult frequently with Western Student Experience's EDI coordinator to ensure that training and hiring practices are informed by an EDI lens

QUALIFICATIONS:

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

- organizational skills
- communication skills
- experience or knowledge of hiring/human resource practices
- maturity

(2) The Hiring and Training 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 Hiring and Training Intern must be an undergraduate student as defined by Western University during the school year you apply for the Hiring and Training 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 Hiring and Training 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 Hiring and Training 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 Hiring and Training Intern will contribute to a positive transition for all new students to Western University.
2. The Hiring and Training 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 Hiring and Training 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 Hiring and Training Intern will be provided by the USC's Human Resources Department.