



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

<b>Position Title:</b>	<b>Orientation Staff - Academic Orientation Commissioner</b>
<b>Supervisor:</b>	Vice President Student Support & Programming
<b>Remuneration:</b>	Salary
<b>Hours of Work:</b>	Vary throughout the year (see time commitment section)
<b>Term:</b>	February 1, 2022 – November 30, 2022

### **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 & Programming, Orientation Coordinator, Orientation Staff, USC full-time staff, and other key stakeholders. The Academic Orientation Commissioner will act as a resource to Faculty Soph teams for: finances and budgeting support (in partnership with the Finance Orientation Commissioner); team management; programming and event proposals; uniforms; and communications with the USC and other stakeholders in the Orientation program as necessary.

### **DUTIES AND RESPONSIBILITIES:**

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

- Establish and maintain a positive rapport with the VP Student Support & Programming, broader USC Executive, Orientation Staff, USC full-time staff members, Head Sophs, and other University stakeholders.
- Take direction from the Vice President Student Support & Programming and Orientation Coordinator to develop the trajectory of Orientation Week with an emphasis on equity, diversity, and inclusion.
- Complete projects related to the Orientation Program assigned by the Vice President Student Support & Programming and Orientation Coordinator.
- Assist faculty soph teams in the coordination of: event proposals; event execution, budgeting; and more.
- Meet regularly with Student Experience's Academic Orientation Coordinator to the two stakeholders to ensure open communication and successful execution of Orientation programming.
- Meet regularly with Student Experience' Academic Orientation Coordinator to discuss progress and support of Faculty Soph Teams, as well as points of collaboration.
- Support Faculty Soph Teams in the designing and ordering of soph uniforms, first year t-shirts, and other merchandise alongside the Finance Orientation Commissioner. .

- Support Faculty Soph Teams with as it pertains to: team dynamics; events OWeek policies and procedures; budgeting; supporting the Head Sophs and Programming Assistants in their roles as needed and with the assistance of the Orientation Coordinator and Vice President Student Support & Programming where appropriate.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Work alongside the Vice President Student Support & Programming, Orientation Coordinator, Orientation Programming Intern, and USC Productions Team to coordinate, organize, and implement Faculty Soph Team programming.
- Assist with the pick-up and delivery of supplies for Orientation Week.
- Complete a final report at the end of the contract term in compliance with the USC's Final Reports Procedure.

## QUALIFICATIONS:

- Previous experience as a leader in the Orientation Program is strongly encouraged.
- Previous experience in budgeting and finance is considered an asset.
- A strong understanding of the USC, Campus Stakeholders, the Orientation program, as well as campus culture and first year student interest is considered an asset.
- Strong communication and organizational skills are considered an asset.
- All commissioners must be an undergraduate or professional student as defined by Western University while they are in the commissioner role.
- A commissioner cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.
- Asks for help with projects and tasks as needed.

## TIME COMMITMENT:

1. Start date of February 1, 2022. End date of November 30, 2022.
2. **February 1 - April 30:** 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 and November:** Hours of work will be 5 hours per week

## **REMUNERATION:**

The Academic Orientation Commissioner will receive a salary of \$15,700 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 USC's People and Development Department.

## **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:**

The Vice President Student Support & 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 & Programming about specific learning and development goals they hope to achieve.

## **SUPERVISION:**

1. 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.
2. Secondary support for the Academic Orientation Commissioner will be provided by the USC's People and Development Department.