



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

<b>Position Title:</b>	<b>Orientation Administrative Intern</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 Orientation Administrative Intern is responsible for reviewing current Orientation Week practices, updating USC Orientation policies and procedures, developing appropriate time lines and action plans in accordance with the direction and needs decided upon by the Vice President Student Support and Programming, Orientation Coordinator, and OStaff. . The Orientation Administrative Intern acts as an administrative support to the Orientation Coordinator and the Vice President Student Support & 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.

### **DUTIES AND RESPONSIBILITIES:**

#### **The Orientation Administrative Intern 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.
- Develop and maintain an Orientation Resource Bank of updated policies, which includes but is not limited to: best practices; protocol and guidelines for event safety and volunteer resources.
- Compile and distribute selection materials for Orientation Staff, Head Sophs, and Sophs.
- Liaise and work with various campus partners
- 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 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 in collaboration with USC Senior Manager Information Systems.
- Support the Vice President Student Support & Programming and Orientation Coordinator with the logistics of Orientation communications, in partnership with the USC Communications and Public Affairs portfolio.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Act as a panelist for review based projects such as the USC First Year and Soph Subsidies.
- Research best practices in relation to new student orientation & transition programs post-secondary other institutions.
- Create and maintain a master Soph contact sheet in partnership with the Orientation Staff.
- 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 interns must be an undergraduate or professional student as defined by Western University while they are in the intern role.
- An intern 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 Orientation Administrative Intern 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 Orientation 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 USC's People and Development Department.

## **COMMUNITY IMPACT:**

1. If successful, the Orientation Administrative Intern will contribute to a positive transition for all new students to Western University.
2. The Orientation 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.

## **EVALUATION:**

The Vice President Student Support & Programming will maintain an ongoing and open dialogue of informal feedback with the Orientation Administrative Intern. 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 Orientation Administrative Intern 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 Orientation 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.
2. Secondary support for the Orientation Administrative Intern will be provided by the USC's People and Development Department.