University Students' Council – Position Description

Position Title: **Orientation Hiring & Training Intern**
Supervisor: Vice President Student Support & Programming
Remuneration: Salary
Hours of Work: Vary throughout the year (see time commitment section)
Term: February 1, 2022 – November 30, 2022

OVERVIEW:

The Orientation Hiring and Training Intern works in collaboration with the Vice President Student Support & Programming, Orientation Coordinator, Manager of Volunteer Services, and other campus stakeholders to ensure that the USC's Orientation hiring and training process follows hiring best practices. The Orientation 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 head soph training, and general soph training in respect to room booking and production functions, as well as supporting the Orientation Coordinator in logistical support.

DUTIES AND RESPONSIBILITIES:

The Orientation Hiring and Training 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.
- Work closely with the Manager of Volunteer Services to ensure that our orientation hiring and training follow USC HR best practices as designated by the VP Student Support & Programming and Orientation Coordinator.
- Coordinate Leadership Soph Team Training with the support of the Orientation Staff and Manager Volunteer Services, as well as the direction of the Orientation Coordinator. This training is including but not limited to: hiring and training best practices, budgeting and spending best practices, team building, events and programming overview, ASIST training, and more.
- Collaborate with the USC's People and Development department to develop and implement a soph hiring program with an emphasis on equity, diversity, and inclusion.
- Consult with campus stakeholders such as Housing and Student Experience regarding hiring applications, best practices, timelines, and more.
- Directly oversee the hiring of Faculty and Charity Head Sophs, Programming Assistants, and Sophs with the direction of the Orientation Coordinator and the support of the Manager of

Volunteer Services and Orientation Staff where necessary, as well as assist the leadership soph teams in the process of selecting their soph teams.

- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Sit on working groups and committees at the request of the VP Student Support & Programming.
- 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 and knowledge of hiring or human resource practice 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 Hiring and Training 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 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 USC's People and Development Department.

COMMUNITY IMPACT:

1. If successful, the Orientation Hiring and Training Intern will contribute to a positive transition for all new students to Western University.

2. The Orientation 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.

EVALUATION:

The Vice President Student Support & Programming will maintain an ongoing and open dialogue of informal feedback with the Orientation Hiring and Training 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 Hiring and Training 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 Hiring and Training Intern will report to the Orientation Coordinator for day to day supervision. The Vice President Student Support & Programming oversees the entire Orientation Staff.

2. Secondary support for the Orientation Hiring and Training Intern will be provided by the USC's People and Development Department.