



University Students' Council – Position Description

Position Title:	Orientation Staff - Orientation Programming 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 Programming Intern will work as part of the USC's Orientation Staff team and focus on designing the large-scale events, services, and programming that are part of Orientation Week. This includes supporting the Orientation Coordinator in planning the Opening and Closing Ceremonies, concerts, One Love, Global Village, and Late Night Programming. As well, working with the faculty soph teams to help coordinate their ideas and connect them to the resources available by USC Staff. The Orientation Programming Intern will work closely with the Vice President Student Support & Programming, Senior Manager of Hospitality Services, and Productions Manager to successfully fulfill their role.

DUTIES AND RESPONSIBILITIES:

The Orientation Programming 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.
- Share ideas and discuss initiatives with Orientation Staff that support the continuous improvement of the Orientation Program.
- Collaborate with the Vice President Student Support & Programming and broader USC Executive, Orientation Coordinator, Productions Manager, and Chief Operating Officer to source talent and manage the logistics of Orientation programs, including but not limited to: Opening Ceremonies, Closing Ceremonies, One Love, Global Village, Programming and Late Night Programming, the One Stop and Charity Programming, and Faculty Day Programming.
- In collaboration with the Productions Manager, develop run sheets and scripts for Opening Ceremonies, Closing Ceremonies, One Love, Global Village, and other programs featured during Orientation Week as designated by the VP Student Support & Programming and Orientation Coordinator.
- Assist with the pick-up and delivery of supplies for Orientation Week.
- Develop diverse programming that is representative of the entire first-year student population, with a focus on equity, diversity, and inclusion, and in collaboration with the AVP Peer Support

and AVP Peer Programs.

- Work with the Vice President Student Support & Programming, Orientation Coordinator, and Orientation Staff to develop the vision and themes for OWeek programs.
- Consult with Western student groups to ensure that programs are informed by and representative of the student voice. This includes but is not limited to consultations with: Peer Programs, Peer Support, USC clubs, soph teams, and more.
- 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.
- Collaborate with the Academic Orientation Commissioner to assist sophs in the organization and implementation of their OWeek 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 planning and executing large-scale projects or events 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 Programming 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 Programming 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 Programming Intern will contribute to a positive transition for all new students to Western University.
2. The Orientation Programming 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 Programming 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 Programming 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 Programming 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 Programming Intern will be provided by the USC's People and Development Department.