University Students' Council – Position Description

Position Title: **Orientation Program Assistant**
Authority: Vice President Orientation & Programming
Remuneration: $2000 Honoraria
Hours of Work: 15-30 hours per week
Term: August 19th, 2024 to September 8th, 2024

OVERVIEW:

The Orientation Program Assistant (OPA) will work directly with the Vice President Orientation & Programming (VPOP) to execute O-Week 2024.

DUTIES AND RESPONSIBILITIES:

- Work with the VPOP to complete projects as assigned. These projects will vary, but could include soph training support, hospitality requirements, event execution or O-Kit logistics.
- Maintain communication and provide resources to the Faculty Leadership Soph Team (LST).
- Assist with information-gathering sessions to collect student feedback regarding the Orientation Program.

QUALIFICATIONS:

- The OPA must be dutifully enrolled as a full-time undergraduate student registered at Western University for the 2024/2025 academic year.
- The OPA should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.
- Strong organizational skills, project management skills, and critical thinking.
- The ability to multitask & execute assigned tasks.
- The ability to be flexible and be able to quickly assess problems that may arise.
- Problem solving skills are very important to overall success in the role.
- Experience in the Orientation Program, as a Soph or LST would be an asset.
- Access to a vehicle is an asset.
- Must be in London from August 19th, 2024 - September 10th, 2024 as this is an in-person role.

TRAINING:

The Orientation Program Assistant will be required to attend all USC-mandated training sessions for part-time staff, as determined by the USC People and Development Department. The Orientation Program Assistant will be expected to complete a mandatory Health and Safety training seminar conducted at the beginning of their term.