Move-In and Orientation (MIO) Coordinator (1 position available)

**Department:** UTM Student Housing & Residence Life  
**Description:** Full-time casual  
**Reports to:** Occupancy & Admissions Coordinator  

**Time Commitment & Important Dates:**  
May 1 to August 23, 2020: 29 hours/week, occasional weekends or overtime  
August 24 to September 13, 2020, (Move-In and Orientation Week): 60 hours/week, including weekends and overtime  
September 14 to October 2, 2019: 15 hours/week for wrap-up and post-event analysis  
**Remuneration:** $15.00/hour + 4% Vacation Pay

**Position Overview:**  
The MIO Coordinator works with the Move-In and Orientation Planning Committee (MIO) to plan and execute SHRL’s Orientation Week. Working directly with the committee, the MIO Coordinator is involved in many aspects of the planning and execution, including event planning and logistics, volunteer administration, acquiring sponsorship, and marketing. The primary role of the MIO Coordinator is to act as a liaison between individuals working on aspects of move in and the committee and to ensure the bigger picture goals and timelines are maintained.

**Position Competencies:**

**Project Management**  
- Prioritizes tasks and projects through systematic and timely processes.  
- Delegates effectively, holding members accountable to assigned tasks.  
- Asks for help with projects and tasks where needed.  
- Demonstrates active engagement in planning, designing, and implementing change initiatives.  
- Understands own possibilities and limitations in facilitating change.

**Communication**  
- Communicates effectively with colleagues and peers through both written and oral mediums.  
- Addresses conflict and issues constructively and in a timely manner, using solution oriented behaviour.  
- Understands the holistic value of engaging in dialogue for the purpose of hearing varied viewpoints and perspectives.  
- Promotes trust through transparent and consistent communications.  
- Asks for feedback from a variety of relevant sources.

**Critical Thinking**  
- Observes organizational processes, practices, and outcomes, and considers possible improvements.  
- Considers new perspectives on organizational relationships and processes.  
- Plans with an awareness of foreseeable outcomes using a range of perspectives to inform self and others.  
- Understands context in decision-making.

**Team and Group Facilitation**  
- Fosters effective balance of task achievement and relationship building.  
- Utilizes a diverse range of team member skills, and recognizes potential in others.  
- Effectively facilitates team decision-making processes.  
- Fosters team culture that supports consensus building and the development of its members.  
- Identifies and responds to individual learning and resource needs of team members.
Primary Responsibilities:

General Responsibilities
• Make decisions in the Move-In and Orientation Program while always considering the potential impact on and needs of our incoming students.
• Sit on the MPC, and any working groups deemed appropriate by the MPC.
• Establish and maintain a positive rapport with the full-time staff members, MPC members, the Residence Council Members, Residence Student Staff, and other University partners.
• Provide input regarding the allocation of funds in the budgeting process when needed.
• Meet regularly with the MPC to give direct updates and to be assigned projects.
• Keep the MPC well-informed of any pertinent activity within the Move-In and Orientation Program, particularly matters concerning volunteer or Residence Community Ambassador conduct or behaviour.

Event Planning, Execution, and Analysis
• Work with MPC and SHRL Staff to design, plan, and execute the prior to, during, and following Move-In and Orientation Week.
• Work with the Volunteer Coordinator of the MPC and SHRL staff to execute logistics for volunteer training.
• Work with the Volunteer Coordinator of the MPC and SHRL staff to execute logistics for events related to the volunteer selection process.
• The MIO Coordinator will be required to submit a detailed and complete final report at the end of their term.

Promotions and Marketing of Orientation Week
• Work with the Communications Coordinator, MPC, and SHRL staff to develop a comprehensive promotions and marketing campaign for Move-In and Orientation Week.
• Develop a variety of platforms designed to reach incoming students, including but not limited to:
  • Website
  • Twitter account
  • Facebook page
  • Instagram
  • Email advertisements
• Use creative and innovative concepts to promote the features of Move-In and Orientation.
• Create marketing tools and campaigns specific to events during Orientation Week.

Community Impact
If successful in their role, the MIO Coordinator will execute an Move-In and Orientation Week that facilitates a positive transition for all undergraduate students to UTM’s Student Housing & Residence Life. Move-In and Orientation Week will welcome all new students regardless of their gender identity or expression, sexual orientation, race, faith-based tradition, or any other qualities unique to the diverse UTM population.

Interested and qualified candidates should submit applications by February 28, 2020 at 12:00 p.m. Applications will be accepted through the Career Learning Network at https://cln.utoronto.ca/home.htm as a PDF file.