CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – SUMMER 2020
ORIENTATION LEADER


SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, with a minimum of one evening shift per week for a total of 30 hours per week during the contract period.

REPORT TO: Orientation Leader reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Success Coordinator, Orientation & Transition Programs. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:

The Orientation Lead will work with two other leads to help design, plan, and implement the New Student Orientation for the fall of 2020. As a team, the Orientation Team leads will divide up different aspects of Orientation between them, and work together to create the best program for new students that they can. The team looks at every aspect of Orientation, including space booking, event planning, food ordering, reaching out to stakeholders, and training and scheduling volunteers for the week. The position is a collaborative venture in which staff are able to experience a wide range of learning opportunities, and can see their vision come to life.

Recent graduates are eligible and encouraged to apply for these positions.

Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Student of UTM in good academic standing
- Cross-cultural awareness
- Organizational skills and high attention to detail
- High accountability and reliability
- Strong oral and written communication
- Ability to remain calm under pressure
- Sound judgment and problem-solving abilities
- Excellent time management and ability to prioritize multiple tasks
- Familiarity with social media and virtual communication methods
- Knowledge of the campus and its resources
- Previous experience as working within a transition and/or orientation program or a team leader position an asset

RESPONSIBILITIES:

A. EVENT CREATION AND PLANNING
- Create events for Orientation 2020, using the assessment data to revise, change, and improve what was done the prior year.
- Book rooms and spaces on campus to run the events.
- Order food and other materials needed to run the events successfully.
- Create back up and rain plans for the events, in case of weather issues during Orientation 2020.
- Create the schedule of events for the week, using assessment data from the year prior to inform decisions.

B. CAMPUS PARTNER OUTREACH
- Connect with other units on campus to encourage them to participate in different O-Week Events.
- Have meetings to help campus partners understand their role within Orientation 2020.
- Respond to inquiries from campus partners, and follow up with involved parties to ensure everyone is clear on their role.

C. VOLUNTEER TRAINING & MANAGEMENT
- Market and promote volunteering for the event.
- Train all Orientation 2020 volunteers so they are clear on what they need to do, as well as the CSE volunteering rules and procedures.
- Schedule volunteers into their shifts for Orientation 2020, ensuring we have enough people to cover the events we are running.

D. STUDENT OUTREACH AND COMMUNICATION
- Respond to emails sent to the Orientation account
- Update the website and other outreach tools to reflect the most up to date information
- Work with CSE to create marketing and outreach to promote Orientation on social media platforms
- Create digital and physical signs and instructions to help people navigate Orientation 2020.

E. PROMOTION & EVENT COMMITMENTS
- Support Orientation, pre-arrival activities and workshops as required

F. COMMUNICATION
• Refer to University policies to answer questions and inform students;
• Be respectful and professional at all times; and
• Monitor U of T email account daily for work-related emails.

G. TEAM DEVELOPMENT
• Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and
• Participate in team socials and team building.

H. ADDITIONAL DUTIES
• Additional duties as assigned by a Student Engagement Coordinator.