

## **JOB OPPORTUNITY**

### **Communications Coordinator**

The Communications Coordinator will act as an assistant to the Student Development Specialist – Volunteer/Leadership Development in the Student Success and Leadership Centre. They will be required to assist with the orchestration of many aspects of UWindsor Welcome Week as well as our Head Start program, specifically duties associated with publicizing and communicating about the events. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, data analysis, social media promotion, time management, critical thinking, public speaking, interpersonal and team work.

- Primary responsibility:
  - Design and implement social media publications with regard to UWindsor Welcome Week and Head Start in collaboration with the Marketing Coordinator.
  - Assist with the schedule development and registration tasks with regard to UWindsor Welcome Week
  - Be a student ambassador and mentor for incoming undergraduate students throughout Head Start and UWindsor Welcome Week orientation programs
  - Assist with logistical tasks such as campus tour development, interior signage plans and assessment tasks pertaining to Head Start Orientation
  - Participate in ongoing student leadership development
  - Maintain the assigned email account of [success@uwindsor.ca](mailto:success@uwindsor.ca)
- Assist with planning and implementation of the Head Start Program including:
  - Manage all social media applications and post engaging content with regard to Head Start in collaboration with the Events & Communications Coordinator in the Office of Student Experience
  - Devise a multi-channel communication plan and create social media content that will disseminate information to all incoming, undergraduate students for the purpose of communicating upcoming Head Start plans in collaboration with the Marketing Coordinator. This will include platforms like Facebook, Instagram, the orientation website, and outgoing student emails.
  - Customize tour routes for each faculty specific day of Head Start
  - Film and edit Head Start presentations for post Head Start materials on website
  - Participate in extensive rehearsal and practice of Head Start presentations
  - Participate in extensive campus partner and resource training.
  - Develop Knowledge Based Articles for incoming undergraduate student use
  - After each day of Head Start, roughly process basic results from the assessments obtained
  - Deliver presentations to large groups of students and parents/families
  - Provide extensive campus tours to large groups of students and parents/families

- Assist with event set up and take down and check in
- Prepare and orchestrate an interior signage plan
- Staff Head Start Event Days and troubleshoot program concerns as they arise
- Develop and administer an assessment plan for participants of Head Start and generate a report, wrap up notes and recommendations for the following year in collaboration with the Registration Coordinator
- Work collaboratively with the Transition Events Coordinator and the Academic Advisor – Transfer Students to develop and administer an assessment plan for participants that attend Mature, Transfer, Part Time Orientation and generate a report, wrap up notes and recommendations for the following year
- Other duties as assigned
- Assist with planning and implementation for UWindsor Welcome Week including:
  - Manage all social media applications and post engaging content with regard to UWindsor Welcome Week in collaboration with the Marketing Assistant in the Office of Student Experience
  - Devise a multi-channel communication plan and social media content that will disseminate information to all incoming, undergraduate students for the purpose of communicating upcoming Welcome Week plans in collaboration with the Marketing Coordinator. This will include platforms like Facebook, Instagram, the orientation website, the orientation app push notifications and outgoing student emails.
  - Record meeting minutes in collaboration with the Registration Coordinator for all program proposal and welcome week meetings
  - Assist the Sponsorship Coordinator with various low level sponsorship outreach
  - Manage program orientation submissions process with faculty members and devise a Program Orientation Schedule
  - Collaborate with the Registration Coordinator and Marketing Coordinator in the development of a Cancellation Policy
  - Assist the Student Development Specialist in the development of a social media, plan for coverage of UWindsor Welcome Week
  - Develop and administer an assessment plan for participants of UWindsor Welcome Week in collaboration with the Registration Coordinator
  - Serve on the UWindsor Welcome Week Planning Committee
  - Staff UWindsor Welcome Week Events and troubleshoot as necessary
  - Other duties as assigned

**Important Dates:**

- Campus Partner & Presentation/Tour Related Training, Promo Materials, Head Start Practice Days, Head Start Performance Days: All weekdays of May 2024 and many dates in June 2024
- Head Start Training Conference: Friday, June 14, 2024
- Head Start Simulation: Saturday, June 15, 2024
- Head Start Dates
  - Friday, July 12<sup>th</sup>, 2024
  - Friday, July 19<sup>th</sup>, 2024
  - Saturday, July 20<sup>th</sup>, 2024
  - Friday, July 26<sup>th</sup>, 2024

- Saturday, August 10<sup>th</sup>, 2024
- Wednesday, August 14<sup>th</sup>, 2024 (evening)
- Summer Society Showdown Socials: Saturday, June 22<sup>th</sup>, 2024 & Saturday, August 17<sup>th</sup>, 2024
- UWindsor Welcome Week Training: Friday, August 30<sup>th</sup>, 2024
- UWindsor Welcome Week: Sunday, September 1<sup>st</sup> - Friday, September 6<sup>th</sup>, 2024

**Number of Positions Available:**

- 1

**QUALIFICATIONS:**

This position is best suited for an individual with strong communication skills and strong organizational skills. Previous experience volunteering at Head Start is preferred, as is experience with UWindsor Welcome Week. The coordinator must be able to work independently and feel comfortable interacting with various people. This role requires that the individual be able to present to large groups in a professional and comfortable manner. Previous event planning is an asset as is participation in a campus club. Meeting deadlines, prioritizing tasks, maintaining a high level of commitment to projects over many months, and a strong degree of professionalism will be required. An ideal candidate will have a comprehensive working knowledge about campus services available to students and the ability to adapt current programming to ever-changing demands. Experience with Microsoft Office, Social Media, Photoshop, Canva, Qualtrics, Drupal 7 web design, Hootsuite (or other social media management system knowledge applications) is an asset as is previous leadership experience. To qualify, the candidate must be a University of Windsor student **in their undergraduate studies, not graduating in June 2024.**

**Attendance at all dates stated above is required.**

**TERMS OF EMPLOYMENT:**

Start Date: May 6<sup>th</sup>, 2024 to September 13<sup>th</sup>, 2024

Hours: May 6<sup>th</sup> – May 31<sup>st</sup>, 2024: 18 hours per week

June 3<sup>rd</sup> – June 28<sup>th</sup>, 2024: 24 hours per week

July 2<sup>nd</sup> – September 4<sup>th</sup>, 2024: 35 hours per week

September 9<sup>th</sup> – 13<sup>th</sup>, 2024: 10 hours

**\*\*These dates and hours are subject to change. Please note: students are only able to work full time hours provided that they are not registered in summer courses.**

Hourly Wage: \$16.55/hour

**Those selected for an interview will be required to provide a 10 minute presentation. The topic will be emailed to them when confirming their interview.**

Please submit your resume and cover letter to the attention of Ola Adeboboye, Director, Student Success and Leadership Centre

Only applications submitted through mySuccess will be accepted. Visit: <https://success.uwindsor.ca>

**Application Deadline: Wednesday, March 13<sup>th</sup>, 2024.**