

## **JOB OPPORTUNITY**

### **Communications Portfolio**

The Communications portfolio will assist the Student Success and Leadership Centre in the facilitation of Summer and Fall Orientation programs. They will support the orchestration of many aspects of Welcome Week as well as our Head Start program, specifically duties associated with publicizing and communicating about the events.

#### **Primary Responsibility**

In this position, you will assist with the design and implementation of social media publications about Head Start and Welcome Week in collaboration with the Marketing portfolio. As a member of the orientation team, you will assist with logistical tasks such as campus tour development, interior signage plans, and assessment tasks for Head Start Orientation. You will also assist with the schedule development and registration tasks for Welcome Week. At orientation events, you will act as a student ambassador and mentor for incoming undergraduate students and, more generally, participate in ongoing student leadership development. Collaborating with the Marketing portfolio, you will devise a multi-channel communication plan and create engaging social media content that will disseminate information to all incoming undergraduate students for both Head Start and Welcome Week.

#### **Head Start**

In preparation for presenting as part of the Head Start program, you will participate in extensive rehearsal and practice of orientation presentations to be delivered large groups of students and parents/families. This preparation will include attending campus partner and resource training to aid you in informing incoming students and their supporters about campus services. Likewise, you will train to provide detailed campus tours to large groups of students and their supporters. You will also be trained to provide overarching logistical and troubleshooting support to the Head Start Program.

You will customize tour routes for each faculty-specific day of Head Start. After each day of Head Start, you will roughly process basic results from the assessments obtained. This role will also assist with the development of an assessment plan for participants of Head Start and administer this assessment. You will also generate a report, wrap up notes, and recommendations for the following year in collaboration with the Registration portfolio. Finally, you will collaborate with the Transition Events portfolio 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.

#### **Welcome Week**

As a member of the Welcome Week Planning Committee, you will be part of a team that plans and facilitates many aspects of the program. This role will record meeting minutes in collaboration with the Registration portfolio for all program proposal and welcome week meetings. You will also assist the Special Projects portfolio with low level sponsorship outreach and manage program orientation submissions process with faculty members, devise a Program Orientation Schedule, and collaborate with the Registration and Marketing portfolios to develop a Cancellation Policy. Finally, you will develop and administer an assessment plan for participants of Welcome Week with the Registration portfolio.