



University  
of Windsor

### Student Success and Leadership Centre

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## **JOB OPPORTUNITY**

### **Events Portfolio**

The Events portfolio will assist the Student Success and Leadership Centre in the facilitation of Summer and Fall Orientation programs. The incumbent will assist with the planning and facilitation of various events for Head Start and Welcome Week.

#### **Primary Responsibility**

In this role, you will assist with the planning and facilitation of one large-scale event for Welcome Week (i.e., River Games) along with several smaller scale events (i.e., Speed Mingling, Blue & Gold Bingo). You will also act as a student ambassador and mentor for all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation. Finally, in conjunction with the LEAD program, you will participate in ongoing student leadership development.

#### **Head Start Program**

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 to 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 supporters about campus services. Likewise, you will train to provide detailed campus tours to large groups of students and their supporters. Acting as a mentor to our student LEADERS, you will assist with the preparation details of Head Start Simulation, Training Conference, and alternate training and participate in training and mentorship activities.

#### **Welcome Week**

As a member of the UWindsor Welcome Week Planning Committee, you will take an active role in event planning and provide overarching logistical and troubleshooting support for Welcome Week events. Specifically, this portfolio is part of a team that will be responsible for planning and executing multiple Welcome Week Events as assigned (i.e., River Games, Speed Mingling, Blue & Gold Bingo). In keeping with Welcome Week learning objectives, you will develop a point tracking plan with values for the faculty team competitions that aim to generate a sense of teamwork and on-campus belonging for incoming students.