



University
of Windsor

Student Success and Leadership Centre

401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519-253-3000 ext. 1414
www.uwindsor.ca/success

JOB OPPORTUNITY LEAD Program

The LEAD Program portfolio will act as a student support to the Student Success and Leadership Centre in the facilitation of orientation programming. The incumbent will assist with the orchestration of all aspects of the LEAD program.

Primary Responsibilities

The LEAD portfolio will assist with organizing Leaders throughout various student orientation events (i.e., Head Start, Winter Orientation) while aiding with various tasks pertaining to Head Start Orientation and Welcome Week. In this role, you will monitor volunteer hours in the Better Impact Database and act as a student ambassador, mentoring incoming undergraduate students throughout Head Start and Welcome Week Orientation. This role will also participate in ongoing student leadership development.

Planning and Implementation of the LEAD Programing

In this role, you will assist with the recruitment, training, motivation, engagement, and recognition of Student Leaders. Specifically, this role will help to coordinate General training, the Leader Selection Board, the General Selection Workshop, and all LEAD and Executive training. As part of these duties, the LEAD Program portfolio will collaborate to generate and execute a master staffing plan for orientation and develop activities for LEADers, while monitoring involvement and training in all LEAD initiatives.

Head Start Programming

The LEAD Program portfolio will be heavily involved in all aspects of planning, preparation, and execution of the SSLC's Head Start programming. As primary contact for LEADers, this role will assist in the development and delivery of Head Start Training Conference, Simulation Day, and alternate training dates, including acting as Emcee for the Training Conference. Working with SSLC professional staff, the LEAD Program portfolio will develop and facilitate mentorship connections and relationships between the incoming undergraduate students and the current LEADers. Playing a key role in the delivery of Head Start content, the LEAD Program portfolio will participate in extensive rehearsal and practice of Head Start presentations and campus partner and resource training in preparation to deliver presentations and provide campus tours to large groups to students and parents/families. This role will also act as emcee for Head Start morning programming. As the primary coordinator of LEADers, you will organize and orchestrate a Head Stop Party for LEADers and student staff. This role will ensure LEADers have the resources to succeed; you will assemble clip boards for student staff with up-to-date handouts and orchestrate an end-of-day recognition program for event volunteers.

Welcome Week Programming

As a member of the UWindsor Welcome Week Planning Committee, this role will play a part in the planning and execution of Welcome Week events, staffing them and troubleshooting as necessary. Specifically, the LEAD Program portfolio will provide mentorship and guidance to both LEADers and other members of the student staff team. This role will also coordinate one smaller- or medium-scale event, like the Involvement Fair, in consultation with a member of professional staff.