



University  
of Windsor

## Student Success & Leadership Centre

401 Sunset Avenue, Windsor

Ontario, Canada N9B 3P4

T 519 253 3000 F 519 973 7046

## JOB OPPORTUNITY Orientation Coordinator

This position will act as the assistant to the Student Development Specialist – Volunteer/Leadership Development in the Student Success and Leadership Centre. The incumbent will be required to assist with the co-ordination of faculty leaders and some sponsorship related details for UWindsor Welcome Week as well as develop a training and engagement plan in collaboration with the Welcome Week Volunteer Coordinator for the benefits of all volunteers involved with welcome week. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, volunteer management, training, time management, critical thinking, public speaking, interpersonal and team work.

- Primary responsibility:
  - Recruit, train and coordinate faculty leaders for UWindsor Welcome Week events in collaboration with the UWindsor Welcome Week Volunteer Coordinator
  - Assist the Sponsorship Coordinator with aspects of the sponsorship opportunities for both Head Start and UWindsor Welcome Week
  - Be a student ambassador and mentor for all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation
  - Participate in ongoing student leadership development
  - Maintain the assigned email account of [orientation@uwindsor.ca](mailto:orientation@uwindsor.ca)
- Assist with planning and implementation of the Head Start Program including:
  - Collaborate with Sponsorship Coordinator in the collection of various sponsorship donations
  - Assist with the preparation details of Head Start Training Conference, Simulation, and alternate trainings
  - Participate in extensive rehearsal and practice of Head Start presentations
  - Participate in extensive campus partner and resource training
  - 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
  - Staff Head Start Event Days and troubleshoot program concerns as they arise
  - Other duties as assigned
- Assist with the planning and implementation of the following with regard to UWindsor Welcome Week:
  - Recruit faculty leaders as needed through contact with the academic societies, various lists of collected participants throughout the year and various social media platforms
  - Develop a welcome week theme based on student staff team input and generate a logo in collaboration with the Marketing Coordinator
  - Assemble faculty leader teams and registered students and communicate team placement to both parties

- Coordinate communications between faculty leaders and students assigned to their teams
- Develop distribution and assembly process for orientation kits and student t-shirts in consultation with the Sponsorship Coordinator
- Plan and facilitate faculty leader training in collaboration with the UWindsor Welcome Week Volunteer Coordinator
- Plan and facilitate the Summer Society Show Down Challenges and Community Building Program to the Faculty Leaders and incoming undergraduate students in collaboration with the Welcome Week Volunteer Coordinator
- Maintain continuous communication with all faculty leaders over the summer through social media engagement
- Develop and implement an event volunteer and faculty leader incentive system (ie: Summer Society Show Down)
- Compile and communicate a faculty leader schedule for UWindsor Welcome Week Events
- Coordinate 1 – 2 smaller scale events (ie: Epic Lip Sync Battle)
- Organize shirt order based on sponsorships and faculty leader, event volunteer, staff and UWindsor Welcome Week participating student amounts
- Collaborate with Sponsorship Coordinator in the collection of various sponsorship donations and orientation kit items
- Plan a Volunteer Appreciation Event in collaboration with the UWindsor Welcome Week Volunteer Coordinator and Transition Events Coordinator to be held in September for the benefit of all volunteers and faculty leaders involved
- Develop emcee scripts for each UWindsor Welcome Week Event in collaboration with the Sponsorship Coordinator and the UWindsor Welcome Week Volunteer Coordinator
- Serve on the UWindsor Welcome Week Planning Committee
- Provide assistance to faculty leaders during UWindsor Welcome Week
- Staff events 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 2021 and many dates in June 2021
- Community Building Training: Friday, June 18<sup>th</sup>, 2021
- Alternate Community Building Training Date: Saturday, June 19<sup>th</sup>, 2021 (tentative)
- Community Building Socials: Friday, July 9<sup>th</sup> & Friday, August 20<sup>th</sup>, 2021
- Head Start Simulation: Tuesday, July 6<sup>th</sup>, 2021 (tentative)
- Head Start: Saturday, July 17<sup>th</sup> & Thursday, August 12<sup>th</sup>, 2021
- Summer Society Showdown Socials: Saturday, June 19<sup>th</sup> & Saturday, August 21<sup>st</sup>, 2021
- UWindsor Welcome Week Alternate Training: Saturday, August 28<sup>th</sup>, 2021
- UWindsor Welcome Week Training: Friday, September 3<sup>rd</sup>, 2021
- UWindsor Welcome Week: Sunday, September 5<sup>th</sup>, - Friday, September 10<sup>th</sup>, 2021
- Volunteer Appreciation Event: Early in September

**Number of Positions Available:**

- 1

**QUALIFICATIONS:**

This position is best suited for an individual with strong communication skills and strong organizational skills. The coordinator must be able to work independently, as well as feel comfortable interacting with

a variety of people. This role requires that the individual be able to present to large groups in a professional and comfortable manner. Previous event planning, as well as previous involvement with Head Start, UWindsor Welcome Week and an on campus club would be an asset. Meeting deadlines, prioritizing tasks, maintaining a high level of commitment to projects over the course of many months, and a strong degree of professionalism will be required. An ideal candidate will possess a comprehensive working knowledge about campus services available to students. It is preferred that the successful candidate possess a vehicle in order to collect donations from the community. Experience with Microsoft Office, Qualtrics and various social media applications is an asset. Previous leadership experiences and demonstrated ability to lead volunteers will be considered an asset. In order to qualify the candidate must be a University of Windsor student **in their undergraduate studies, not graduating in June 2021. Attendance at all dates stated above is required.**

**TERMS OF EMPLOYMENT:**

Start Date: April 30<sup>th</sup>, 2021 to September 17<sup>th</sup>, 2021

Hours: April 30<sup>th</sup> – May 28<sup>th</sup>, 2021: 18 hours per week

May 31<sup>st</sup> – July 2<sup>nd</sup>, 2021: 24 hours per week

July 5<sup>th</sup> – September 10<sup>th</sup>, 2021: 35 hours per week

September 13<sup>th</sup> – 17<sup>th</sup>, 2021: 3 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: \$14.25/hour

**Those selected for an interview will be required to provide a 10 minute presentation on the following topic:**

**Tell us about a faculty leader social you would orchestrate. What components would you incorporate and why? How would you help them bond with each other?**

**Please submit your resume and cover letter to the attention of Cindy Crump, Director, Student Success & Leadership Centre**

**Only applications submitted through mySuccess will be accepted. Visit: <https://success.uwindsor.ca>  
**Application Deadline: Monday, March 15<sup>th</sup>, 2021.****