



University  
of Windsor

**Student Success and Leadership Centre**  
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## **JOB OPPORTUNITY**

### **Orientation Programming Portfolio-SSLC**

The Orientation Programming portfolio supports the Student Success and Leadership Centre in the facilitation of Summer and Fall Orientation programs. The incumbent will assist with the organization of student faculty leaders and some sponsorship related details for Welcome Week and develop a training and engagement plan in collaboration with the Welcome Week Volunteer portfolio for all Welcome Week volunteers.

#### **Primary Responsibilities**

In this position, you will invite, engage with, coordinate, and organize student faculty leaders for Welcome Week events in collaboration with the Welcome Week Volunteer portfolio and act as student mentor for all incoming undergraduate students throughout Head Start and Welcome Week Orientations. Also, this role assists the Sponsorship portfolio with negotiating sponsorship opportunities for both Head Start and UWindsor Welcome Week.

#### **Planning and implementing the 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 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 aid with logistical and troubleshooting support to the Head Start Program.

#### **Planning and implementing 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 Welcome Week program: faculty leader training and Summer Society Show Down (in collaboration with the volunteer portfolio), assist in developing 1-2 smaller evening events as part of Welcome Week (i.e., paint night), and a Volunteer Appreciation Event in collaboration with the Welcome Week Volunteer and Transition Events portfolios to be held in September for the benefit of all volunteers and faculty leaders involved.

In the lead up to Welcome Week, the Orientation Programming portfolio will work with the SSLC team to recruit faculty leaders as needed through contact with the academic societies, lists of collected participants throughout the year, and social media platforms. This portfolio is also responsible for assembling faculty leader teams and registered students, communicating team placement to both parties, and facilitating ongoing communication between faculty leaders and their teams, both directly and through social media.

In addition, this portfolio will collaborate with Special Projects portfolio in the collection of various sponsorship donations and orientation kit items and develop emcee scripts for each Welcome Week Event in collaboration with the Special Projects and Volunteer portfolios. As with all portfolios, this position will staff UWindsor Welcome Week Events and troubleshoot as necessary.