



University
of Windsor

Student Success and Leadership Centre

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JOB OPPORTUNITY

Registration and Assessment - SSLC

The Registration and Assessment portfolio supports the Student Success and Leadership Centre in the facilitation of Summer and Fall Orientation programs. The incumbent will support the facilitation of Head Start registration and Welcome Week schedule development and registration.

Primary responsibility

As the title suggests, the Registration and Assessment portfolio will assist with all registration and check in tasks pertaining to Head Start Orientation. Also, you will act as a student ambassador and mentor to all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation and participate in ongoing student leadership development. As a member of the Welcome Week Planning Committee, you will assist with the schedule development and registration tasks for 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. Finally, you will be trained to provide overarching logistical and troubleshooting support to the Head Start Program.

Specifically, the Registration and Assessment portfolio will monitor the online registration form, organize the check-in process for students and their families, and develop and administer an assessment plan for participants of Head Start. After each day of Head Start, you will roughly process basic results from the assessments obtained, noting any accessibility requests and bringing them to the attention of professional staff. This role will also help to generate a report, with wrap up notes and recommendations, for the following year in collaboration with the Communications portfolio.

Welcome Week

As a member of the UWindsor Welcome Week planning committee, the Registration and Assessment portfolio will collaborate with event organizers, the program proposal committee, and the Student Development Specialist in planning and preparation for this event. Specifically, you will monitor the online student registration form, develop a check in process at each event for all participating students, and manage the welcome week social event proposal submissions and approval process. In collaboration with the Marketing and Communications portfolios, you will develop a Cancellation Policy. At meetings, in collaboration with the Communications Ambassador, you will record minutes for all program proposal and welcome week meetings. You will also generate and update the Welcome Week schedule in collaboration with the Marketing portfolio and develop and administer an assessment plan for participants of UWindsor Welcome Week with the Communications portfolio.