

Student Success & Leadership Centre

401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519 253 3000 F 519 973 7046

JOB OPPORTUNITY Registration Coordinator

The Registration Coordinator will act as the assistant to the Student Development Specialist in the Student Success and Leadership Centre. The incumbent will be required to assist with the coordination of Head Start registration and UWindsor Welcome Week schedule development and registration. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, data analysis skills, report writing, data collection, time management, critical thinking, public speaking, interpersonal and team work.

- Primary responsibility:
 - Assist with all registration and check in tasks pertaining to Head Start Orientation
 - Assist with the schedule development and registration tasks with regard to UWindsor Welcome Week
 - Be a student ambassador and mentor to all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation
 - Participate in ongoing student leadership development
 - Maintain the assigned email account of eventregistration@uwindsor.ca
- Assist with planning and implementation of the Head Start Program including:
 - Develop and monitor the online registration form
 - Collaborate with the Communications Coordinator in the development of a Head Start Assessment Plan
 - After each day of Head Start, roughly process basic results from the assessments obtained
 - Assist with the preparation details of Head Start Simulation, Training Conference and alternate trainings
 - Process information collected during check in each day of Head Start and report to the Student Development Specialist
 - Organize the check-in process for students and their families
 - 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, take down and check in
 - Staff Head Start Event Days and troubleshoot program concerns as they arise
 - Other duties as assigned
- Assist with planning and implementation of UWindsor Welcome Week including:
 - Develop and monitor the online student registration form
 - Develop check in process at each event for all participating students
 - Manage the welcome week social event proposal submissions and approval process

- Record meeting minutes in collaboration with the Communications Coordinator for all program proposal and welcome week meetings
- Liaise between event organizers, the program proposal committee and the Student Development Specialist
- Collaborate with the Marketing Coordinator and Communications Coordinator in the development of a Cancellation Policy
- Generate and update the Welcome Week schedule in collaboration with the Marketing Coordinator
- Serve on the UWindsor Welcome Week Planning Committee
- Staff UWindsor Welcome Week Events and troubleshoot as necessary
- Develop and administer an assessment plan for participants of UWindsor Welcome Week in collaboration with the Communications Coordinator
- 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 18th, 2021
- Alternate Community Building Training Date: Saturday, June 19th, 2021 (tentative)
- Community Building Socials: Friday, July 9th & Friday, August 20th, 2021
- Head Start Simulation: Tuesday, July 6th, 2021 (tentative)
- Head Start: Saturday, July 17th & Thursday, August 12th, 2021
- Summer Society Showdown Socials: Saturday, June 19th & Saturday, August 21st, 2021
- UWindsor Welcome Week Alternate Training: Saturday, August 28th, 2021
- UWindsor Welcome Week Training: Friday, September 3rd, 2021
- UWindsor Welcome Week: Sunday, September 5th, - Friday, September 10th, 2021

Number of Positions Available:

- 1

QUALIFICATIONS:

This position is best suited for an individual with strong communication skills and strong organizational skills. Previous experience volunteering at Head Start is preferred, as is experience with UWindsor Welcome Week. 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 is an asset as is participation in an on campus club. 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 must possess a comprehensive working knowledge about campus services available to students, strong problem solving skills and an aptitude for fine details. Experience with Microsoft Office and Qualtrics applications (or the equivalent) is 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 30th, 2021 to September 17th, 2021

Hours: April 30th – May 28th, 2021: 18 hours per week
May 31st – July 2nd, 2021: 24 hours per week
July 5th – September 10th, 2021: 35 hours per week
September 13th – 17th, 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 about the following topic:

Your supervisor has tasked you with developing an assessment plan for Head Start. How would you best analyze/organize student feedback? What valuable questions would you ask students at Head Start? What tools would you use to motivate students to provide you with feedback?

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

Only applications submitted through mySuccess will be accepted. Visit: <https://success.uwindsor.ca>

Application Deadline: Monday, March 15th, 2021