

Student Success & Leadership Centre

401 Sunset Avenue, Windsor
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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
 - Develop and administer an assessment plan for participants of Head Start and generate a report, wrap up notes and recommendations for the following year in collaboration with the Communications Coordinator
 - After each day of Head Start, roughly process basic results from the assessments obtained
 - 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 2024 and many dates in June 2024
- Head Start Training Conference: Friday, June 14, 2024
- Head Start Simulation: Saturday, June 15, 2024
- Head Start Dates
 - Friday, July 12th, 2024
 - Friday, July 19th, 2024
 - Saturday, July 20th, 2024
 - Friday, July 26th, 2024
 - Saturday, August 10th, 2024
 - Wednesday, August 14th, 2024 (evening)
- Summer Society Showdown Socials: Saturday, June 22th, 2024 & Saturday, August 17th, 2024
- UWindsor Welcome Week Training: Friday, August 30th, 2024
- UWindsor Welcome Week: Sunday, September 1st - Friday, September 6th, 2024

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 and feel comfortable interacting with various 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 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 2024.**

TERMS OF EMPLOYMENT:

Start Date: May 6th, 2024 to September 13th, 2024

Hours: May 6th – May 31st, 2024: 18 hours per week

June 3rd – June 28th, 2024: 24 hours per week

July 2nd – September 4th, 2024: 35 hours per week

September 9th – 13th, 2024: 10 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: \$16.55/hour

Those selected for an interview will be required to provide a 10 minute presentation. The topic will be emailed to them when confirming their interview.

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

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

Application Deadline: Wednesday, March 13th, 2024