

JOB OPPORTUNITY

Special Projects Coordinator

The Special Projects 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 co-ordination of many aspects of Head Start and UWindsor Welcome Week. This position is oriented towards some sponsorship-related responsibilities, but will also be taking on special projects to improve orientation based on feedback from past years. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, networking, empathy, creative problem solving, time management, critical thinking, public speaking, and teamwork.

- Primary responsibility:
 - Assist with the coordination of sponsorship opportunities with regard to Head Start and UWindsor Welcome Week
 - Assist with the coordinator of special projects, such as developing parent/family/guest content and the creation of a Student Resource Guide for incoming students
 - Be a student ambassador and mentor for all incoming undergraduate student throughout Head Start and UWindsor Welcome Week Orientation
 - Participate in ongoing student leadership development
 - Maintain the assigned email account of sslcsponsor@uwindsor.ca
- Assist with planning and implementation of the Head Start Program including:
 - Identify and approach potential sponsors for cash and in-kind donations to support the Head Start Orientation
 - Ensure Windsor community sponsors complete the appropriate communication and contractual paperwork
 - Collect sponsorship donations from Windsor Community donors in collaboration with the Orientation Coordinator
 - Develop prize plan for Supporter program
 - Assist with event set up and take down and check in
 - 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
 - Staff Head Start Event Days and troubleshoot program concerns as they arise
 - Other duties as assigned
- Assist with planning and implementation of the following with regard to UWindsor Welcome Week:
 - Update the Sponsorship List and Package that will be used to approach donors
 - Identify potential sponsors for in cash and in kind donations to support UWindsor Welcome Week
 - Ensure Windsor community sponsors complete the appropriate communication and contractual paperwork
 - Liaise between the student staff team and sponsors regarding the logistical details and arrangements associated with sponsors participating in various welcome week events

- Develop prize giveaway plan and allocation process for distribution of in kind donations
- Develop emcee scripts for each UWindsor Welcome Week Event in collaboration with the Orientation Coordinator and UWindsor Welcome Week Volunteer Coordinator
- Assign incoming undergraduate students that register for Welcome Week to Faculty Leader teams in collaboration with the Orientation Coordinator
- Monitor and support Faculty Leader Group Chats in collaboration with the Orientation Coordinator
- Serve on the UWindsor Welcome Week Planning Committee
- Staff UWindsor Welcome Week Events and troubleshoot as necessary

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 experience networking with community partners and developing sponsorship opportunities is an asset. Meeting deadlines, prioritizing tasks, maintaining a high level of commitment to projects over many months, and a strong degree of professionalism will be required. It is preferred that the successful candidate possess a vehicle in order to collect donations from the community. An ideal candidate will possess strong communication, creativity, and organization skills. Experience with Microsoft Office Qualtrics applications is an asset. To qualify the candidate must be a University of Windsor student, **in undergraduate studies, not graduating in June 2024.**

Attendance at all dates stated above is required.

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.