



University
of Windsor

Student Success and Leadership Centre

401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519-253-3000 ext. 1414
www.uwindsor.ca/success

JOB OPPORTUNITY

Special Projects

The Special Projects portfolio will support the Student Success and Leadership Centre in the facilitation of Summer and Fall Orientations. The incumbent will support the co-ordination of many aspects of Head Start and Welcome Week. This position is oriented towards some sponsorship-related responsibilities but will also take on special projects to improve orientation based on feedback from past years.

Primary Responsibilities

In this role, you will assist with the organization of sponsorship opportunities regarding Head Start and UWindsor Welcome Week and with the organization of special projects (i.e., assist with developing parent/family/guest content and the creation of a Student Resource Guide for incoming students).

As a member of the orientation team, you will act as a student ambassador and mentor for all incoming undergraduate student throughout Head Start and UWindsor Welcome Week Orientation and participate in ongoing student leadership development.

Head Start

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 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, in this role, you will help to identify and approach potential sponsors for cash and in-kind donations to support the Head Start Orientation, ensuring Windsor community sponsors complete the appropriate communication and contractual paperwork. Collaborating with the Orientation Programming portfolio, you will collect donations from community sponsors and develop prize plan for Supporter program.

Welcome Week

As a member of the Welcome Week planning committee, the Special Projects portfolio will collaborate with event organizers, the program proposal committee, and the Student Development Specialist in planning and preparation for this event.

Specifically, the Special Projects portfolio will monitor the Sponsorship List and Package that will be used to approach donors and identify potential sponsors for in-cash and in-kind donations to support Welcome Week. You will also ensure Windsor community sponsors complete the appropriate communication and contractual paperwork. To ensure a smooth transition event, you will liaise with the student staff team and sponsors regarding the logistical details and arrangements associated with sponsors participating in various Welcome Week events and develop a prize giveaway plan and allocation process for distribution of in-kind donations. Collaborating with the Welcome Week Events and Orientation portfolios, you will develop emcee scripts for each Welcome Week Event. You will collaborate with the Orientation portfolio to assign incoming undergraduate students registered for

Welcome Week to Faculty Leader teams and monitor/ support Faculty Leaders in Group Chats.