

JOB OPPORTUNITY

Transition Events Assistant

The Transition Events Assistant will act as the assistant to the Student Development Specialist in the facilitation of Summer and Fall Orientation programs with the Student Success and Leadership Centre. This position would provide the incumbent with the opportunity to enhance many skills including time management, critical thinking, interpersonal and attention to details, public speaking and team work.

- **Primary responsibility:**
 - Assist with all tasks pertaining to the planning and orchestration of Transfer, Mature, Part Time Orientation
 - Assist with all tasks pertaining to the planning and orchestration of Move In Day as well as the Volunteer Appreciation Party at the conclusion of the UWindsor Welcome Week
 - Organize 1 large scale event for UWindsor Welcome Week (ie: Move In Day)
 - Organize several small scale events (ie: Tour Tuesday, Where's Winston, Epic Lip Sync Battle)
 - Be a student ambassador and mentor for all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation
 - Participate in ongoing student leadership development
 - Maintain the assigned email account of transitionevents@uwindsor.ca
- **Assist with planning and implementation of the Head Start Program including:**
 - Assist the Transfer Student Support Academic Advisor, with the planning and orchestration of Transfer, Mature Part Time Orientation program
 - Update Presentations, schedules and tour scripts as needed and communicate those changes to the student staff team
 - 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 and take down and event check in
 - Staff Head Start Event Days and troubleshoot program concerns as they arise
 - Other duties as assigned
- **Assist with planning and implementation for UWindsor Welcome Week including:**
 - Oversee and plan the overall Move In Day program in collaboration with the Residence Life Team Lead (excluding Residence Services Operations)
 - Plan a Volunteer Appreciation Event in collaboration with the UWindsor Welcome Week Volunteer Assistant and Orientation Assistant to be held in September for the benefit of all volunteers and faculty leaders involved
 - Plan and organize multiple UWindsor Welcome Week Events as assigned (ie: Tour Tuesday, Where's Winston, Epic Lip Sync Battle).
 - Serve on the UWindsor Welcome Week Planning Committee and record notes of these meetings

- Staff UWindsor Welcome Week Events and troubleshoot as necessary
- 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 2025 and many dates in June 2025
- Head Start Training Conference: Friday, June 13th, 2025
- Head Start Simulation: Saturday, June 14th, 2025
- Head Start Dates
 - Friday, July 4th, 2025
 - Friday, July 11th, 2025
 - Friday, July 18th, 2025
 - Friday, July 25th, 2025
- Mature, Transfer Part Time Orientation: Wednesday, August 13th, 2025
- Summer Society Showdown Socials: Saturday, June 21st, 2025 & Saturday, August 16th, 2025
- UWindsor Welcome Week Training: Friday, August 29th, 2025
- UWindsor Welcome Week: Sunday, August 31st, 2025 – Wednesday, September 3rd, 2025

Number of Positions Available:

- 1

QUALIFICATIONS:

This position is best suited for an individual with strong communication skills and strong organizational skills. Previous event planning, as well as previous involvement with Head Start, UWindsor Welcome Week and an on campus club would be an asset. The Assistant must be able to work independently, as well as feel comfortable interacting with a variety of people. This role requires that the individual be comfortable and competent presenting to large groups in a professional manner. 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 will possess previous leadership experiences and a comprehensive working knowledge about campus services available to students. Experience with Microsoft Office and Qualtrics applications is an asset. In order to qualify the candidate must be a University of Windsor student **in their undergraduate studies, not graduating in June 2025. Attendance at all dates stated above is required.**

TERMS OF EMPLOYMENT:

Start Date: May 5th, 2025 to September 12th, 2025

Hours: May 5th – 30th, 2025: 18 hours per week

June 2nd – 27th, 2025: 24 hours per week

June 30th – September 5th, 2025: 35 hours per week

September 8th – 12th, 2025: 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: \$17.50/hour

Those selected for an interview will be required to provide a 10 minute presentation on the following topic:

If you were in charge of the social programming for Move In Day, during Welcome Week in Residence, what would you incorporate and why? What steps would you take to orchestrate this program for Welcome Week?

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, April 2nd, 2025.