



University
of Windsor

Student Success & Leadership Centre

401 Sunset Avenue, Windsor
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JOB OPPORTUNITY Transition Events Coordinator

The Transition Events Coordinator will act as an assistant to the Student Development Specialist – Volunteer/Leadership Development in 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
 - Coordinate 1 large scale event for UWindsor Welcome Week (ie: Move In Day)
 - Coordinate several small scale events (ie: Tour Tuesday, 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 Coordinator and Orientation Coordinator 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 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 event planning, as well as previous involvement with Head Start, UWindsor Welcome Week and an on campus club would be an asset. 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 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 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.