



University  
of Windsor

## Student Success and Leadership Centre

401 Sunset Avenue, Windsor  
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[www.uwindsor.ca/success](http://www.uwindsor.ca/success)

## JOB OPPORTUNITY

### Transition Programming

The Transition Programming portfolio 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.

#### **Primary Responsibility**

The Transition Programming portfolio will 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 Welcome Week. Additionally, you will act as a student ambassador and mentor for all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation and participate in ongoing student leadership development.

#### **Head Start Program**

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 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. Also, you will be trained to provide overarching logistical and troubleshooting support to the Head Start Program and update presentations, schedules, and tour scripts as needed and communicating those changes to the student staff team. Finally, you will assist the Transfer Student Support Academic Advisor with the planning and orchestration of Transfer, Mature Part Time Orientation program.

#### **Welcome Week**

As a member of the UWindsor Welcome Week Planning Committee, you will take an active role in event planning and record notes in planning committee meetings. Additionally, you will oversee and plan the overall Move in Day program in collaboration with the Residence Life Team Leader (excluding Residence Services Operations), in addition to several small-scale events (ex: Tour Tuesday, Where's Winston, Epic Lip Sync Battle) as part of the Welcome Week schedule. In collaboration with LEAD Program and Orientation Planning portfolios, you will plan a Volunteer Appreciation Event to be held in September for the benefit of all volunteers and faculty leaders involved.