

JOB OPPORTUNITY

UWindsor Welcome Week Event Coordinator

The UWindsor Welcome Week Event 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 various events for UWindsor Welcome Week. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, creativity, adaptability, organization, time management, critical thinking, public speaking, interpersonal and working as part of a collaborative team.

- Primary responsibility
 - Coordinate 1 large scale event for UWindsor Welcome Week (ie: River Games)
 - Coordinate several smaller scale events (ie: Find A Friend, Where's Winston)
 - 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 uwwwevents@uwindsor.ca

- Assist with planning and implementation of the Head Start Program including:
 - 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
 - Assist with the preparation details of Head Start Simulation, Training Conference and alternate trainings
 - Provide extensive campus tours to large groups of students and parents/families
 - Assemble order of stationary supplies and tours snacks
 - Organize the pack up of supplies
 - Assist with event set up and take down and check in
 - Staff Head Start Event Days and troubleshoot program concerns as they arise
 - Other duties as assigned

- Assist with the planning and implementation of UWindsor Welcome Week including:
 - Plan and organize multiple UWindsor Welcome Week Events as assigned (ie: River Games, Find A Friend, Where's Winston)
 - Develop a point tracking plan with values for the faculty team competition
 - Assist with the planning of the Welcoming Celebration
 - Serve on the UWindsor Welcome Week Planning Committee
 - 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 2021 and many dates in June 2021
- Community Building Training: Friday, June 18th, 2021
- Alternate Community Building Training Date: Saturday, June 19th, 2021 (tentative)
- Community Building Socials: Friday, July 9th & Friday, August 20th, 2021
- Head Start Simulation: Tuesday, July 6th, 2021 (tentative)
- Head Start: Saturday, July 17th & Thursday, August 12th, 2021
- Summer Society Showdown Socials: Saturday, June 19th & Saturday, August 21st, 2021
- UWindsor Welcome Week Alternate Training: Saturday, August 28th, 2021
- UWindsor Welcome Week Training: Friday, September 3rd, 2021
- UWindsor Welcome Week: Sunday, September 5th, - Friday, September 10th, 2021

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 and participation in an on campus club. 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 able to present to large groups in a professional and comfortable manner. Previous event planning is essential. 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 skills that allow them to be adaptable, flexible and creative in addressing the multitude of last minute situations that arise during an event. Experience with Microsoft Office applications is an asset. Previous leadership experiences will be considered an asset. In order to qualify the candidate must be a University of Windsor student **in their undergraduate studies, not graduating in June 2021. Attendance at all dates stated above is required.**

TERMS OF EMPLOYMENT:

Start Date: April 30th, 2021 to September 17th, 2021

Hours: April 30th – May 28th, 2021: 18 hours per week

May 31st – July 2nd, 2021: 24 hours per week

July 5th – September 10th, 2021: 35 hours per week

September 13th – 17th, 2021: 3 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: \$14.25/hour

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

What are some of the key factors involved in the creation, planning and delivery of a large scale UWindsor Welcome Event? What process would you use to plan and deliver a large scale UWindsor Welcome Week Event?

What should a Welcome Week Event accomplish and why?

Please submit your resume and cover letter to the attention of Cindy Crump, Director, Student Success and Leadership Centre

Only applications submitted through mySuccess will be accepted. Visit: <https://success.uwindsor.ca>
Application Deadline: Monday, March 15th, 2021