

JOB OPPORTUNITY

Welcome Week Communications Assistant

The Communications 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. They will be required to assist with the orchestration of many aspects of UWindsor Welcome Week as well as our Head Start program, specifically duties associated with publicizing and communicating about the events. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, data analysis, social media promotion, time management, critical thinking, public speaking, interpersonal and team work.

- Primary responsibility:
 - Design and implement social media publications with regard to UWindsor Welcome Week and Head Start in collaboration with the Marketing Assistant.
 - Assist with the schedule development and registration tasks with regard to UWindsor Welcome Week
 - Be a student ambassador and mentor for incoming undergraduate students throughout Head Start and UWindsor Welcome Week orientation programs
 - Assist with logistical tasks such as campus tour development, interior signage plans and assessment tasks pertaining to Head Start Orientation
 - Participate in ongoing student leadership development
 - Maintain the assigned email account of success@uwindsor.ca
- Assist with planning and implementation of the Head Start Program including:
 - Devise a multi-channel communication plan and create engaging social media content that will disseminate information to all incoming, undergraduate students for the purpose of communicating upcoming Head Start plans in collaboration with the Marketing Assistant This will include platforms like Facebook, Instagram, the orientation website and outgoing student emails.
 - Customize tour routes for each faculty specific day of Head Start
 - Film and edit Head Start presentations for post Head Start materials on website
 - Participate in extensive rehearsal and practice of Head Start presentations
 - Participate in extensive campus partner and resource training.
 - After each day of Head Start, roughly process basic results from the assessments obtained
 - 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 check in
 - Prepare and orchestrate an interior signage plan
 - Staff Head Start Event Days and troubleshoot program concerns as they arise

- Develop and administer an assessment plan for participants of Head Start and generate a report, wrap up notes and recommendations for the following year in collaboration with the Registration Assistant
- Work collaboratively with the Transition Events Assistant and the Academic Advisor – Transfer Students to develop and administer an assessment plan for participants that attend Mature, Transfer, Part Time Orientation and generate a report, wrap up notes and recommendations for the following year
- Other duties as assigned
- Assist with planning and implementation for UWindsor Welcome Week including:
 - Devise a multi-channel communication plan and engaging social media content that will disseminate information to all incoming, undergraduate students for the purpose of communicating upcoming Welcome Week plans in collaboration with the Marketing Assistant. This will include platforms like Facebook, Instagram, the orientation website and outgoing student emails.
 - Record meeting minutes in collaboration with the Registration Assistant for all program proposal and welcome week meetings
 - Assist the Special Projects Assistant with various low level sponsorship outreach
 - Manage program orientation submissions process with faculty members and devise a Program Orientation Schedule
 - Collaborate with the Registration Assistant and Marketing Assistant in the development of a Cancellation Policy
 - Assist the Student Development Specialist in the development of a social media, plan for coverage of UWindsor Welcome Week
 - Develop and administer an assessment plan for participants of UWindsor Welcome Week in collaboration with the Registration Assistant
 - 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 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
- 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 experience volunteering at Head Start is preferred, as is experience with UWindsor Welcome Week. 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 able to present to large groups in a professional and comfortable manner. Previous event planning is an asset as is participation in a campus club. 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 a comprehensive working knowledge about campus services available to students, as well as the ability to adapt current programming to ever changing demands. Experience with Microsoft Office, Social Media, Photoshop, Canva, Qualtrics, Drupal 7 web design, Hootsuite (or other social media management system knowledge applications) is an asset as is previous leadership experience. 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 about the following topic:

Please develop a marketing plan that you would use to encourage attendance at Head Start and UWindsor Welcome Week.

What social media platforms might you make use of and in what ways?

Why would students want to participate in these events?

What initiatives would you make use of and in what ways?

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