Logistics Lead, 2018 Welcome Team
Position Description

Background:
The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

University Orientation (September 1st to 2nd and 9th) aims to help facilitate the transition of new students to the living and learning environment at Queen's University. The overarching goal is to ease students’ overall social and academic transition and to provide a solid foundation for a successful university experience.

Job Summary:
Reporting to the Student Coordinators, University Orientation, Welcome Team Logistics Leads assist in overseeing orientation volunteers, and often take a lead on set-up and tear down of certain events.

Some benefits from being a Logistics Lead include:

- Building a deeper connection with the Queen’s community
- Ongoing professional development
- Leadership experience and development
- Welcome the Class of 2022
- Experience in a leadership role for the execution of a large-scale, multi-day event
- Experience with high-stake logistical coordination

Be a part of history, welcome the Class of 2022.

Key Duties:
The Welcome Team Logistics Lead will:

- Oversee the activities of, and provide direction to, groups of the Welcome Team.
- Act as a resource to the Welcome Team in the absence of the Student Coordinators, University Orientation.
- Respond to challenges and concerns as they arise.
- Meet, greet, and provide directions to groups of first year students.
- Assist with the logistical coordination of large scale orientation events, including set-up, event run, and take down.
- Oversee the implementation of small-scale orientation events such as movie night, board games, or field games.
- Actively engage with and respond to questions from first year students.
- Foster a safe, inclusive, and accessible environment throughout University Orientation.
- Provide ongoing support to the Student Experience Office, the Residence Society, and Residence Life.
Skills Required:
The Welcome Team Logistics Lead must:
- Be passionate about the orientation experience and helping with the first year transition
- Be comfortable and capable leading a team
- Be resourceful, and willing to take initiative
- Possess excellent interpersonal skills
- Be able to exercise good judgement and sound reasoning
- Demonstrate creative problem-solving skills
- Be knowledgeable about the University and support services/resources that are available to students

Eligibility:
The Logistics Lead, Welcome Team must:
- Be enrolled as a student at Queen’s University (with at least one year’s experience at Queen’s)

Time Commitment:
- Training on March 24, 2018
- Training August 29 – 31, 2018
- Additional training as required
- University Orientation Days from September 1 – 9, 2018

Remuneration: This is a volunteer position.

Application Instructions:
If you are interested in applying for this position, please submit your resume and application through an online application in confidence by 11:59 PM on February 23, 2018. The online application can be found at http://queensu.ca/studentexperience/opportunities.

Please direct any questions or concerns to the Student Coordinators, Orientation at fall.orientation@queensu.ca.

We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.