

## Student Experience Office Employment Opportunity

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<b>Position:</b>	<b>Student Lead, Orientation</b>
<b>Term:</b>	January 13 – September 26, 2025 Academic year – 10 hours/week Summer – 35 hours/week  <i>Evening and weekend hours may be required</i>
<b>Remuneration:</b>	\$17.20/hour <i>(plus 4% vacation pay)</i>

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### Student Lead, Orientation

#### Position Description

#### Background:

The Student Experience Office (SEO) at Queen's aims to prepare and support students in achieving their personal, social, and academic goals and 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.

#### Job Summary:

The Student Lead, Orientation will report to the Coordinator, Orientation & Transition in the Student Experience Office. The Student Lead, Orientation will support the programs and initiatives within the Orientation & Transition portfolio, including but not limited to University Orientation and other parts of the SEO transition programming. The Student Lead, Orientation will develop and maintain partnerships within the Division of Student Affairs and across campus in planning and delivering programming that aligns with the goals of the Student Experience Office. This role focuses on preparing University Orientation programming, managing Welcome Team volunteers, collaborating with AMS Orientation RoundTable, and participating in the Division of Student Affairs and Orientation RoundTable (DSAORT) committee.

#### Skills Required:

The following skills and experience are essential:

- Have experience planning and implementing large projects, large-scale events, or digital event planning;
- Know the experiences of new students and the transition supports available; experience working with programming for new students an asset (e.g. Don, peer mentor, orientation leader/volunteer);

- Demonstrate intercultural competence and knowledge of equity, diversity, and inclusion principles;
- Be able to work independently and on a team with excellent interpersonal skills;
- Demonstrate sound judgment, leadership, and professional communication skills;
- Knowledge of campus resources and student groups;
- Role modelling appropriate behaviours in-person and online at all times;

The following skills and experience would be considered an asset:

- Knowledge in team building/inclusive leadership development activities, programs, and training;
- Previous facilitation or training experience, strong communication and presentation skills;
- Have highly developed technical skills and be knowledgeable in computer software programs and technology such as OnQ, and Microsoft programs: Word, Excel, Planner, Outlook, and PowerPoint;
- Be familiar with social media and other promotional tools.

### **Key Duties & Role Distribution:**

#### **1. Event Planning and Execution (50%)**

- Assist in planning the logistics of events, including securing venues/event sites, coordinating event logistics, arranging A/V and equipment, and preparing catering orders;
- Create and complete event runs, event layouts, volunteer responsibilities, event-planning forms, and other documents required to ensure events run smoothly;
- Create and execute work plans;
- Ensure all programming is inclusive and accessible and meets the diverse needs of the incoming class;
- At the discretion of the Coordinator, Orientation & Transition liaise with various stakeholders, including Event Services, Housing & Hospitality, Student Constables, Queen's First Aid, Residence Society, Orientation Roundtable, faculty societies and committees, as well as other campus and community partners to meet program needs;
- Assist in collecting Fall Orientation events and programming assessments as needed.

#### **2. Leadership (25%)**

- Oversee the Orientation Volunteer program, including recruitment, selection, training and scheduling of all volunteers;
- Actively participating in SEO Training and additional development opportunities as assigned;
- Create recruitment materials and participate in the hiring of volunteers.
- Assist with the development and delivery of training sessions for student staff and volunteers;
- Update and distribute training materials and annual manual for volunteers;
- Run team meetings, create agenda and take minutes to share with volunteers;
- Act as a role model for volunteers and colleagues in the SEO.

### 3. Support Student Transition (10%)

- a. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others) and able to refer others when appropriate;
- b. Review, research and best practices related to inclusive, diverse and accessible orientation and transition programs;
- c. Support additional transition programs as needed.
- d. Act as a contact for students with questions about events and programming.

### 4. Departmental Administration (10%)

- a. Attend staff meetings, project meetings, and other meetings as appropriate;
- b. Perform administrative tasks such as data entry and filing;
- c. Assist in the distribution and tracking of resources and other materials;
- d. Complete verbal and written reports in a timely manner;
- e. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years;
- f. Participate in ongoing professional development;
- g. Perform other duties as assigned.

### 5. Promotions (5%)

- a. Support the implementation of marketing and promotional plans in collaboration with the SEO Communications Team;
- b. Represent the Student Experience Office at information fairs and other events as required;

### Eligibility

The Student Lead, Orientation must:

- Be a registered Queen's student and remain in good academic standing for their work term.
- International students must hold a valid study permit to be legally entitled to work in Canada.
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within two weeks of beginning the work term. You must maintain a clean CPIC and Vulnerable Sector Check for their employment in this role.

### Time Commitment

- The work term will be January – September 2025 on-campus in the SEO Office
- Weekly hours are outlined below:
  - January – April & September (post-Orientation)
    - Up to 10 hours per week, with occasional weekend and evening hours
  - May-August
    - 35 hours per week, with occasional weekend and evening hours, including increased hours during the week before and during Fall Orientation
- **Hours will not be assigned during Exam Periods or Reading Week**
- *Additional evening and weekend hours may be available during high-priority events like SOAR, Open Houses, and other campus-wide events.*

- The Student Lead, Orientation will be asked to establish office hours with a supervisor at the beginning of the employment period.

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**Application Instructions:**

Please submit your Cover Letter and Resume via the application form here:

<https://bit.ly/SEOSTudentLead>

If you have any questions or issues with the application, please email Melissa Burke at

[melissa.burke@queensu.ca](mailto:melissa.burke@queensu.ca)

**Applications are due November 14, 2024, at 11:59 pm.**

**Interviews will be scheduled for November 20-22, 2024.**

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*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.*