

Welcome Team Peer Ambassadors, *University Orientation*

Position Description

<i>Term:</i>	July 2025 - September 2025, 40 hours total <i>Evening/weekend hours may be required for events and meetings</i>
<i>Remuneration:</i>	\$17.20/hour (plus 4% vacation pay)
<i>Positions Available:</i>	15

Background

The Student Experience Office (SEO) at Queen's aims to prepare and support students in achieving their personal, social, and academic goals, as well as 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. Fall Orientation is designed to help new students transition smoothly into the living and learning environment at Queen's University. The overarching goal is to facilitate students' overall social and academic transition, providing a solid foundation for a successful university experience.

Position Summary

Fall Orientation consists of University Orientation (SEO) and Faculty Orientation (AMS & Faculty). Welcome Team Peer Ambassadors will play a crucial role in both Fall Orientation programs. The Welcome Team Peer Ambassadors are expected to take initiative and engage in problem-solving. Reporting to the Student Lead of University Orientation, the Welcome Team's specific responsibilities are outlined below.

During ***University Orientation***, the Welcome Team will be assigned specific roles at Welcome Home Night, Tricolour Parade/Stadium Welcome and any other University Orientation events. They will work collaboratively to execute the events and provide support to incoming students.

During ***Faculty Orientation***, the Welcome Team will attend events as observers to assess the engagement, organization, and execution of events. The Welcome Team will be provided with an outline of the event, known as an Event Run, and will complete an online survey to assess whether the event execution aligns with the Event Run.

Key Duties

- Act as a resource to first-year students, campus partners and vendors,
- Set-up and take-down of University Orientation events,
- Take initiative while responding to challenges and concerns as they arise,
- Regularly offer friendly and approachable connections to students,
- Attend assigned Faculty Orientation events to observe all stations and activities at the event to gain a comprehensive understanding,

- Submit a complete survey for each assigned Faculty Orientation event,
- Foster a safe, inclusive, and accessible environment throughout Fall Orientation,
- Meet, greet, and provide directions to groups of first-year students as needed,
- Help campus partners throughout orientation events as needed.
- Provide support to the Student Experience Office through other duties as required.

Required Skills

- Approach and engage with students by offering information and a friendly demeanor,
- Passionate about the orientation experience and the transition for first-year students,
- Complete tasks with both accuracy and diligence while clearly following procedures,
- Resourceful and able to take initiative, exercising good judgment and sound reasoning,
- Be comfortable with creative problem-solving and work with minimal guidance,
- Exceptional interpersonal skills, including effective and approachable communication,
- Possess knowledge of the university's support services and resources available to students.

Eligibility

- Must be enrolled as a returning student at Queen's University (second year or above)
- Must be available for the dates listed below
- Must **not** be a Faculty Orientation Head, Exec of Leader for Fall Orientation 2025, a Don, or part of Residence Society (ResSoc)
- Previous experience with Orientation programs preferred

Time Commitment and Dates

- Training and Preparation (*Additional training may be required*)
 - Asynchronous online training throughout the summer (2 hours)
 - Synchronous in-person training: August 26-27 (14 hours)
 - Orientation Preparation Day: August 29 (3 hours)
- Fall Orientation events
 - University Orientation - Aug 30 & 31, Sept 5 (15 hours)
 - Faculty Orientation Events – Sept 1, 6, & 7 (2-3 hours per day max)

Application Instructions

If you are interested in applying for this position, please submit your application through an online application in confidence. The online application can be found at: [Welcome Team Application](#)

Please direct any questions or concerns regarding this job description to University Orientation staff 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.