

<b>POSITION DESCRIPTION</b> <b>FALL ORIENTATION STUDENT COORDINATOR</b>
--

**Position Title:**     **Fall Orientation Student Coordinator (4 positions)**

**Term of Position:** **Monday, January 10<sup>th</sup>, 2022 to Friday, September 30<sup>th</sup>, 2022**

(January 10/22 – April 29/22 for 5-10/hrs a week)

(May 2/22 – September 9/22 for 35/hrs a week)

(September 12/22 – \*September 30/22 for hours may vary per week)

*\*hours will be reduced after orientation week is complete during the academic schedule*

**Remuneration:**             **\$17.00/hr + vacation pay**

---

Carleton University's Fall Orientation is a weeklong program of activities designed to facilitate students' integration into the Carleton University community. This integration focuses on helping students acclimate academically and socially to Carleton. Fall Orientation is one of the first opportunities where students interact with their peers, Carleton's staff, and faculty; thus, it is a program central to students' transition to university.

The Student Experience Office (SEO) provides students with transition support and engaging programming opportunities that complement the academic experience and foster a sense of belonging and community. The SEO, in partnership with the Carleton University Students' Association (CUSA), the Rideau River Residence Association (RRRA), the Sprott Business Students' Society (SBSS), and the Carleton Student Science Society facilitate Fall Orientation activities that centre on providing new students with a strong foundation of support for their success at Carleton.

The Fall Orientation Student Coordinators are integral to the successful implementation of the Fall Orientation program. Through innovative programming, collaboration with campus stakeholders, the Fall Orientation Coordinators will design, organize, and execute intentional activities to support new student orientation and transition.

**REQUIREMENTS:**

- Enrolled as a full time degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2022/2023 academic year. Candidates must be enrolled as an undergraduate degree studies student at Carleton University at the time of their application through to December 2022.
- **In good academic standing** (as defined in the Carleton University Undergraduate Calendar), at the time when the application is received and throughout the duration of the contract
  - *If a successful candidate falls below good academic standing at any point throughout the duration of the contract, their role as a Fall Orientation Student Coordinator will be terminated*
- Excellent communication, interpersonal, and teamwork skills
- Strong problem solving skills and the ability to work well under pressure
- Knowledge of Carleton University, its administrative processes, and the various services that are offered to students
- Knowledge of CUSA, RRRA, SBSS, Science Society and their mandates
- Sensitivity to the needs (academic, social, and cultural) of all new Carleton University students
- High levels of professionalism, and a strong understanding of customer service and public relations
- Ability to be an ambassador for Carleton University, promoting positive values, and leaving a positive impression with all participants, volunteers, and stakeholders
- Past experience as an orientation volunteer is an asset
- Experience with customer service and/or sponsorship is an asset

- Knowledge and past event planning experience (in-person and/or virtual events) and/or experience in coordinating programs is an asset
- Must be available for the entirety of **August 22 – September 9, 2022** for Fall Orientation training and the Fall Orientation week (no exceptions).

### **CORE RESPONSIBILITIES:**

- Help create and execute the Fall Orientation 2022 schedule (in collaboration with the Orientation Advisory Board)
- Responsible for helping to coordinate Carleton University's Fall Orientation Week and for leading the development of one of three core portfolios that will be communicated during the interview process.
- Act as a student ambassador in Student Experience Office programs, such as CU 1001 and/or Summer Orientation program. Fall Orientation Student Coordinators will be required to work on some Saturdays in the summer months should Summer Orientation be offered.
- Work with campus and community partners ensuring communication is clear, accurate, and timely
- Provide regular progress reports to the Orientation Advisory Board
- Recruit volunteers and ensure individuals follow the Fall Orientation Charter of Responsibilities for Orientation Volunteers
- Plan and implement events centered on the Fall Orientation program objectives and learning outcomes
- Act as the main liaison to CUSA, RRRRA, SBSS, and the Science Society in all aspects of the orientation planning process
- Coordinate with community partners and provide any documentation required for events.
- Serve on the planning committees which include, Orientation Volunteer Training and Orientation Advisory Board
- Submit necessary logistical information for all events, which include, risk management, by-law exemptions, campus safety event overviews, etc.
- Assist with the development of Fall Orientation volunteer training sessions (including Leadership Training for senior volunteer positions)
- Assist with the development and execution of the sponsorship package, which includes soliciting local and national business partners
- Assist with the implementation of an interview process for volunteers in the winter semester
- Complete a summary report of Fall Orientation activities and processes before the position term is complete
- In this role, the Fall Orientation coordinators will report directly to the Student Engagement and Orientation Coordinator in the SEO, and also to the Orientation Advisory Board (CUSA, RRRRA, SBSS, Science Society, and the SEO). Individual portfolios will also report to either the Digital Content and Activities Coordinator and/or the Student Development and Community Outreach Coordinator

### **PORTFOLIO RESPONSIBILITIES:**

In addition to the requirements above, Student Orientation Coordinators will be responsible for a specified portfolio:

#### **Volunteer Engagement Portfolio**

- Oversee recruitment for Fall Orientation volunteers
- Design, create, and implement appropriate communication and engagement strategy for volunteers
- Design, create, and implement Shinerama campaigns (over the summer and during Fall Orientation week).
- Tracking of volunteer training completion, police record checks, and judicial list approval for all volunteers
- Act as the main liaison between Fall Orientation Planning Team and Fall Orientation volunteers

### **Community and Diversity Portfolio**

- Conduct consultation with student groups including clubs, societies, and service centres to assist with event creation that is representative of the diverse interests of the Carleton University student body
- Oversee the application process, communication, and event implementation of partner events within Fall Orientation programming

### **Sprosh Portfolio (Sprott School of Business orientation week)**

- Plan and implement the Sprosh Fall Orientation events for students entering the Sprott School of Business
- Act as the main liaison to SBSS and the Sprott School of Business in all aspects of the orientation planning process
- Work with the Volunteer Engagement Coordinator to support volunteer engagement and communication with Sprosh volunteers

### **SciFrosh Portfolio (Faculty of Science orientation week)**

- Plan and implement the SciFrosh Fall Orientation events for students entering the Faculty of Science
- Act as the main liaison to Carleton Student Science Society and the Office of the Dean of Science in all aspects of the orientation planning process
- Work with the Volunteer Engagement Coordinator to support volunteer engagement and communication with SciFrosh volunteers

**By applying for this position, you give permission for staff at the Student Experience Office to check your grades. You must be in good standing to be eligible for this position.**

Please include a detailed cover letter, resume,  
Co-Curricular Record (if available), and a minimum of two (2) references.

Cover letter should detail why you are interested in the role of Fall Orientation Student Coordinator, your relevant experience and how it applies to this role, and any additional information you wish to highlight.

**Applications are due: Sunday, November 14<sup>th</sup> at 11:59 PM**

All applications must be submitted online at [carleton.ca/fallorientation](http://carleton.ca/fallorientation)

For more information, please contact [fallorientation@carleton.ca](mailto:fallorientation@carleton.ca)