

## POSITION DESCRIPTION

### FALL ORIENTATION STUDENT COORDINATOR

**Position Title:** Fall Orientation Student Coordinator (3 positions)

**Term of Position:** Monday, February 12th, 2024 to Friday, September 20th, 2024  
(February 12/24 – May 3/24 for 5-7/hrs a week - remote)  
(May 6/24 – September 6/24 for 35/hrs a week – in person on campus)  
(September 9/24 – \*September 20/24 hours will vary - hybrid)  
*\*hours will be reduced after orientation week is complete during the academic schedule*

**Remuneration:** \$17.50/hr + vacation pay

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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 (CSSS) facilitate Fall Orientation activities that centre around 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 Undergraduate degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2024/2025 academic year. Candidates must be enrolled as an undergraduate degree studies student at Carleton University at the time of their application through to December 2024.
- In **good academic standing** (as defined in the Carleton University Undergraduate Calendar) at the time when the application is received and receive an ACE decision of Eligible to Continue (EC) throughout the duration of the contract
  - *If a successful candidate falls below Eligible to Continue/Good Academic Standing at any point throughout the duration of the contract, their contract as a Fall Orientation Student Coordinator will be terminated*
- Excellent communication, interpersonal, and teamwork skills
- Past experience as an orientation volunteer or participant is a strong asset
- 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, RRRRA, 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
- Experience with customer service and/or sponsorship is an asset
- Knowledge and past event planning experience and/or experience in coordinating programs is an asset
- **Must be available for the entirety of August 19 – September 6, 2024** for Fall Orientation training and the Fall Orientation week (no exceptions).

## **CORE RESPONSIBILITIES:**

### **Fall Orientation**

- Help create and execute the Fall Orientation 2024 schedule (in collaboration with the Student Engagement and Orientation Coordinator and the Orientation Advisory Council)
- 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 discussed during the interview process.
- Work with campus and community partners ensuring communication is clear, accurate, and timely
- Provide monthly progress reports to the Orientation Advisory Council
- Recruit and retain 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.
- Submit necessary logistical information for all events which include risk management, by-law exemptions, campus safety event overviews, etc.
- Assist with the development and presentation of Fall Orientation volunteer training sessions
- 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 (**to be held on a Saturday or Sunday in mid to late March**)
- Complete a transition report of Fall Orientation activities and processes before the position term is complete
- In this role, the Fall Orientation coordinators will report directly to various professional staff members in the SEO, as well as the Student Engagement and Orientation Coordinator, depending on the portfolio.
- The Orientation team also assists with volunteering for Convocation in June
- Other duties as assigned

### **Summer Orientation**

- Orientation Coordinators will make up a larger Orientation team all working together to transition new students to Carleton. A significant portion of the early summer months will focus on Summer Orientation, held primarily on Saturdays in August.
- Duties include (but are not limited to): Assisting with presentations, providing campus tours, and contributing to running weekly Summer Orientation sessions (i.e., registration table, providing directions to participants, set-up/clean-up, etc.), and overall, ensuring participants have a meaningful experience.

## **PORTFOLIO RESPONSIBILITIES:**

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

### **Volunteer Engagement Portfolio**

- Oversee recruitment and retention of Fall Orientation volunteers
- Design, create, and implement appropriate communication and engagement strategy for volunteers
- 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
- Act as the logistical point of contact for all Central Orientation programming
- Assist with Summer Orientation throughout August (primarily Saturdays)

### **Sprosh Portfolio (Sprott School of Business orientation week – applicant must be in the Sprott Program)**

- 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
- Conduct consultation with student groups including clubs, affinity groups, societies, and service centres to assist with event creation that is representative of the diverse interests of the Carleton University student body
- Assist with Summer Orientation throughout August (primarily Saturdays)

### **SciFrosh Portfolio (Faculty of Science orientation week – applicant must be in the Faculty of Science)**

- 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
- Conduct consultation with student groups including clubs, affinity groups, societies, and service centres to assist with event creation that is representative of the diverse interests of the Carleton University student body
- Assist with Summer Orientation throughout August (primarily Saturdays)

**By applying for any position, you give permission for staff at the Student Experience Office to review 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 19<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)