

<p style="text-align: center;">POSITION DESCRIPTION FALL ORIENTATION COORDINATOR</p>

Position Title: **Fall Orientation Student Coordinator/ Fall Orientation Student Sprosh Coordinator (Number of Positions and Portfolios TBD)**

Term of Position: **Monday, January 6th, 2020 to Friday September 26th, 2020**
(January 6/20 – April 30/20 for 5/hrs a week)
(May 1/20 – *September 13/20 for 35/hrs a week)
(September 13/20 – *September 30/20 for hours may vary per week)
**hours will be reduced after orientation week is complete during the academic schedule*

Remuneration: **\$16.00/hr (Orientation Leaders)**

Carleton University's Fall Orientation is a weeklong program of activities and workshops designed to aid students' integration into the Carleton community. This integration focuses on helping students acclimate academically, socially, and culturally to Carleton. It is one of the first opportunities where students get to interact with their peers, Carleton's staff and faculty; thus, making it an important week 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 Sprott Business Students' Society (SBSS), Carleton University Students' Association (CUSA), and the Rideau River Residence Association (RRRA), facilitate Fall Orientation activities that centre on providing new students with a strong foundation of support for their success at Carleton.

Reporting to the Orientation Advisory Board, the Fall Orientation Coordinators are integral to the successful implementation of the Fall Orientation program. Through innovative programming, sharing of Carleton traditions and academic support, the Fall Orientation Coordinators will design, organize, and execute several 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 2019/2020 academic year
- **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 student falls below good academic standing at any point throughout the duration of their contract, their role as a Fall Orientation Student Coordinator will be terminated*
- Excellent communication, interpersonal, and group process 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, and SBSS 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
- 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 is an asset
- Must be available for the entirety of **August 24 – September 12, 2020** for Fall Orientation training and the actual Fall Orientation week (no exceptions).

CORE RESPONSIBILITIES:

- Help create and execute the Fall Orientation 2020 schedule (in collaboration with the Orientation Advisory Board)

- Responsible for helping to coordinate Carleton's Fall Orientation Week and for leading the development of one of four core portfolios that will be communicated during the interview process.
- Act as Summer Orientation Leaders in the Summer Orientation program, including participation in all program training, evaluations, dress rehearsals, and other activities. Fall Orientation Coordinators must be available for all Summer Orientation Dates on Fridays and Saturdays in August.
- Development of the Fall Orientation 2020 theme (and subsequent group names)
- Work with campus and community partners ensuring communication is clear, accurate, and timely
- Provide regular progress reports to the Orientation Advisory Board
- Recruiting volunteers and ensuring individuals follow the Fall Orientation Charter of Responsibilities for Orientation Volunteers
- Plan and implement events, arrange venues, food, transportation, audio-visual equipment, etc.
- Act as the main liaison to CUSA, RRRA, and SBSS in all aspects of the orientation planning process
- Coordinate with community partners and provide any documentation required for on and off-campus 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 March (Spring) and August/September Fall Orientation volunteer training sessions (including Leadership Training for senior volunteer positions)
- Design, create, and implement Shinerama fundraising campaigns (over the Summer and during Fall Orientation week)
- Assist with the development and execution of the sponsorship package, which includes soliciting local and national business partners
- Follow-up with all sponsorship agreements to ensure funds are received before the position term is complete
- Assist with the implementation of a group 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 Activities and Engagement Coordinator in the SEO, and also to the Orientation Advisory Board (CUSA, RRRA, SBSS, and the SEO). Individual portfolios will also report to either the New Student Programs and Activities Coordinator and/or the Student Development and Community Outreach Coordinator.

Other Information:

Applicants must be enrolled as a student at Carleton University at the time of their application through to December 2020.

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.

Applications are due: Thursday November 14th, 2019.

All applications must be submitted online at carleton.ca/fallorientation
For more information, please contact Chiara at Chiara.webb@carleton.ca