

POSITION DESCRIPTION

ORIENTATION STUDENT COORDINATOR

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

Term of Position: **Monday, March 3rd, 2025 to Friday, September 26th, 2025**
(March 3/25 – April 11/25 for 5-7/hrs a week - remote)
(May 5/25 – September 7/25 for 35/hrs a week – in person on campus)*
(September 8/25 – September 26/25 for 5 hours - hybrid)
**hours will fluctuate for orientation week and may exceed 35 hours*

SUMMER BREAK (June 30/25 – July 4/25) no hours, office is closed.

Remuneration: **\$18.25/hr + vacation pay**

Carleton University offers two unique orientation programs to help incoming students prepare for their transition to university. Summer Orientation is a one-day event consisting of campus tours, presentations, and interactive events designed to provide incoming students with an opportunity to familiarize themselves with Carleton Campus and various resources prior to starting in the fall. Students will also have access to virtual programming and presentations through Brightspace.

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 SciSoc facilitate Fall Orientation activities that centre around providing new students with a strong foundation of support for their success at Carleton.

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

REQUIREMENTS:

- Enrolled as a full-time Undergraduate degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2025/2026 academic year. Candidates must be enrolled as an undergraduate degree studies student at Carleton University at the time of their application through to December 2025.
- 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 an 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, SciSoc 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 entire day of Saturday, July 19, 2025** for Youth Futures (subject to change).
- **Must be available for the entire day of Friday July 25th 2025**, for Summer Orientation (subject to change)
- **Must be available for the entirety of August 18– September 7, 2025** for Fall Orientation training and the Fall Orientation week (no exceptions).
- **Some evening and weekend work may be required**
 - Advance notice will be given when required, shifting of workdays or work hours to be established when required.

CORE RESPONSIBILITIES:

Summer Orientation

- A significant portion of the early summer months will focus on Summer Orientation; the development of virtual program through Brightspace and an in-person event on campus (July 2025).
- Duties include (but are not limited to): Developing virtual modules, assisting with presentations, providing campus tours, and hosting weekly virtual office hours.

Fall Orientation

- Help create and execute the Fall Orientation 2025 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.
- 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 SciSoc 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.
- Develop and implement presentation of Fall Orientation volunteer training sessions.
- Assist with the development and execution of the sponsorship and/or partnership packages, which includes soliciting local and national business partners.
- Assist with the implementation of an interview process for volunteers in the winter term (**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 Orientation Coordinators will report directly to various professional staff members in the SEO, as well as the Student Engagement and Orientation Coordinator.
- The Orientation team also assist with volunteering for Convocation in June.
- Other duties as assigned.

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 as main contact for all Fall Orientation Volunteers.
- Design, create, and implement appropriate communication and engagement strategy for volunteers including volunteer appreciation events and/or program.
- 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 Residence Move-Ins and select Fall Orientation events (as assigned).

External Partnership Portfolios

- Act as the main liaison with external groups in connection with Fall Orientation.
- Plan and implement select Fall Orientation events (as assigned).
- Conduct outreach and develop external partners and sponsors.
- Maintain partnerships with CUSA and RRRA.
- Production of external marketing documents (flyers/posters/sponsorship package).

Internal Partnership Portfolio

- Act as the main liaison with internal groups in connection with Fall Orientation (student groups).
- Plan and implement select Fall Orientation events (as assigned).
- 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
- Main contact with SBSS and SciSoc with the goal of developing Sprosh and SciFrosh programming that is representative of faculty and student group goals.

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: Monday, February 3, 2025 at noon.

Group Interviews will be taking place Saturday, February 8, 2025.

All applications must be submitted online at carleton.ca/fallorientation

For more information, please contact fallorientation@carleton.ca