



## CU 1001 ORIENTATION LEADER POSITION and PORTFOLIO DESCRIPTIONS 2023

**Position Title:** CU 1001 Orientation Leader

**Department(s):** Student Experience Office

**Term of Position:** May 15<sup>th</sup>, 2023 – September 8<sup>th</sup>, 2023 (35 hours/week)

This position will be required to work during some Saturdays (throughout July + August)

**Number of positions:** 5

**Remuneration:** \$16.50/hr + 4% vacation pay

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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. Carleton University's new student orientation program focuses on: the holistic development of all students and facilitation of the transition process which includes; integration of all students intellectually, culturally, and socially into the Carleton community.

Reporting to the professional staff in the SEO and ISSO, CU 1001 Orientation Leaders are integral to the successful implementation of the *CU 1001* and *CU 1001 Experience Day* Programs. *CU 1001 course* and *CU 1001 Experience Day* sessions are designed to promote the student's personal academic success and individual development to help students start university informed and confident. The *CU 1001 Experience Day* program also strives to help parents by assuring them of the academic support available to their student. The *CU 1001* online program takes place during July – September with *CU 1001 Experience Day* sessions taking place in-person on most Fridays and Saturdays during July and August. This position will be required to work on – campus for the duration of the contract.

As well as implementing *CU 1001* and *CU 1001 Experience Days*, CU 1001 Orientation Leaders will be involved in project work related to one of the following portfolios: Community Engaged Learning Programs, International Student Support Initiatives, Mentorship and Leadership Initiatives, Programming and Events (Equity, Diversity and Inclusion) and Social Media and Digital Support.

### REQUIREMENTS:

- Enrolled as a full-time **undergraduate** 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 CU 1001 Orientation Leader will be terminated
- Ability to be a team player with strong interpersonal and group process skills.
- Excellent written and oral communication skills.
- Strong problem solving skills, attention to detail, and ability to work well under pressure.
- Knowledge of the University, its administrative processes, and its student services.



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- Sensitivity to the needs of all new Carleton University students and their families.
- High levels of professionalism, and a strong understanding of customer service.
- Ability to be an ambassador for Carleton University, promoting positive values, and leaving a positive impression with participants.
- Must have comfort and ability to participate in video and voice recording content while also facilitating video conferences
- Successful candidates must provide a Vulnerable Sector Police Record Check and will undergo a Judicial Review by the Office of Student Affairs

### **CORE RESPONSIBILITIES:**

- Support the development of *CU 1001* online modules through Brightspace including creating PowerPoint presentations with voice over recordings that cover the content provided by various campus stakeholders.
- Lead the live Ravens Talk sessions which consist of drop-in sessions for incoming first-year students (through Zoom) and facilitate other virtual presentations being led by campus partners.
- Act as an ambassador for Carleton University and the Student Experience Office, facilitating a positive experience for all stakeholders including campus partners and incoming students (participants)
- Monitor class progress through Brightspace while adding registrants to the program while overseeing and responding to inquiries from participants including emails and discussion boards.
- Actively participate in on-going staff training to increase knowledge of campus support services, academic advising, presentation skills, and other topics related to assigned portfolios.
- Deliver presentations, provide campus tours, and contribute to running daily *CU 1001 Experience Day* sessions (i.e. registration table, providing directions to participants, set-up/clean-up, etc.), and overall, ensuring participants have a meaningful experience.
- Work with the Program Coordinator and Team Leader to improve the quality and effectiveness of the *CU 1001 Experience Day Sessions*.
- Work with campus and community partners ensuring communication is clear, accurate, and timely.

### **PORTFOLIO RESPONSIBILITIES:**

Each Orientation Leader will be responsible for one portfolio in addition to the core responsibilities.

#### Community Engaged Learning Programs

- Support the planning and development of community engaged learning programs including Campus to Community, the Community Partnership Project, and Alternative Spring Break
- Communicate and liaison with community partners
- Act as an ambassador for Carleton University and the Student Experience Office, facilitating a positive experience for all stakeholders
- Develop communications plan for local community engaged learning programs
- Develop learning materials for local community engages learning programs
- Other duties as assigned
- In this role, the staff member will report to the Student Development and Community Outreach Coordinator in the Student Experience Office

#### International Student Support Initiatives

- Support the planning, development, and execution of orientation events and activities for international students, including International Welcome Week
- Communicate and liaise with campus partners and community partners



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- Support training for ISSO orientation volunteers
- Support the development of communications and promotions for orientation activities through collaboration with the digital support team in the Student Experience Office
- Assist with other administrative tasks and projects as required
- In this role, the staff member will report to the International Student Support Coordinator in the International Student Services Office

### Mentorship and Leadership Initiatives

- Coordinate and facilitate the summer engagement for the First Year Connections Mentorship Team
- Support the planning, implementation, and training for the First Year Connections team
- Assist with SOAR Student Leadership Conference 2024 Planning
- Support the planning of the Life Skills 101 Podcast
- Other duties as assigned
- In this role, the staff member will report to the Mentorship & Transition Support Coordinator in the Student Experience Office

### Programming and Events (Equity, Diversity and Inclusion)

- Support the development of an equity, diversity, and inclusion programming committee; specifically, defining the structure, mandate, format, roles, and responsibilities.
- Support the development of equity programming standards; specifically, identifying best practices in equitable and accessible program design and translating best practices into processes.
- Support the development of an equity programming fund; specifically, researching best practices for community-based fundraising and developing a set of recommendations.
- Occasionally participate in human resources functions related to the role; specifically, hiring and selection of peers and/or participation on hiring panels for professional staff roles in the SEO.
- Other related duties, as assigned.
- In this role, the staff member will report to the Equity, Diversity, and Community Programs Coordinator in the Student Experience Office

### Social Media Support

- Create marketing materials to be used to promote various Student Life programs, will be responsible for updating websites, and will be instrumental in the development and scheduling of social media content.
- Oversee a monthly social media schedule with set targets for the number of posts and engagement opportunities.
- Support and develop graphics and video content to be used as part of social media content and promotion of various SEO and ISSO programs.
- Collection of social media and website analytics on a monthly basis including providing feedback and recommendations to grow our social media channels.
- Updating website content and developing online forms.
- Ideal candidate must have comfort and ability to participate in video and voice recording content while also reaching out to other students and facilitating video content to be used through social media.
- Other duties as assigned



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- In this role, the staff member will report to the Digital Content & Activities Coordinator in the Student Experience Office.

**APPLICATIONS MUST BE SUBMITTED BY MONDAY FEBRUARY 27<sup>TH</sup> AT NOON**

**ALL APPLICATIONS MUST BE SUBMITTED ONLINE TO <https://carleton.ca/seo/cu1001-orientation-leader-application/>**

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