

SUMMER ORIENTATION LEADER POSITION and PORTFOLIO DESCRIPTIONS 2024

Position Title: Summer Orientation Leader

Department(s): Student Experience Office

Term of Position: May 6th, 2024 – September 6th, 2024 (35 hours/week)

Number of positions: 5

Remuneration: \$17.00/hr + 4% vacation pay

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, Summer Orientation Leaders are integral to the successful implementation of the Summer Orientation Programs. Summer Orientation is a program designed for new students and their parent(s). Each one-day Summer Orientation session is designed to promote the student's personal academic success and individual development. Informative presentations, small-group activities, academic advising, and support with class registration are designed to help students start university informed and confident. The program also strives to help parents by assuring them of the academic support available to their student. The Summer Orientation sessions takes place Fridays and Saturdays during August. This position will be required to work on – campus for the duration of the contract.

As well as assisting with Summer 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 Peer-Support Initiatives, Programming and Events (Equity, Diversity and Inclusion) and social media and Digital Support.

REQUIREMENTS:

- Will be enrolled as a full-time undergraduate degree studies student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2023/2024 and 2024/2025 academic years.
- In good academic standing** (as defined in the Carleton University Undergraduate Calendar), at the time when the application is received and receive **an ACE of Eligible to Continue (EC)** throughout the term of their 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 Orientation Team 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.
- 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.
- Successful candidates must provide a Vulnerable Sector Police Record Check and will undergo a Judicial Review by the Office of Student Affairs
- Work all Summer Orientation sessions. Tentatively, sessions are scheduled for August 9, 10, 16, 17, 23, and 24 but are subject to change. Supporting new student programming on 1-2 Saturdays in July may also be required.
- Summer Orientation Leaders are also expected to work during Fall Orientation Week from August 31st – September 6th. Shifts will be scheduled to avoid conflicting with Fall Term classes.

CORE RESPONSIBILITIES:

- Support the development of Summer Orientation presentations that cover the content provided by various campus stakeholders.
- 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)
- 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 *Summer Orientation* 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 Lead to improve the quality and effectiveness of the Summer Orientation sessions.
- Work with campus and community partners ensuring communication is clear, accurate, and timely.

PORTFOLIO RESPONSIBILITIES:

Each Summer 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, 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 related 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.
- 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
- Other related duties as assigned.



- In this role, the staff member will report to the International Student Support Coordinator in the International Student Services Office

Peer Support and First-Year Transition Initiatives

- Coordinate and facilitate the summer engagement for the First Year Connections program.
- Support the planning, implementation, and training for the First Year Connections program.
- Facilitate ongoing communication involving peer support opportunities through the Student Experience Office.
- Assist with the development of the Community Connections peer support program.
- Other related duties as assigned.
- In this role, the staff member will report to the Student Conduct and Peer Support Coordinator in the Student Experience Office

Programming and Events (Equity, Diversity and Inclusion)

- Support the planning, development, and execution of events and activities for the 2SLGBTQ+ community during Pride Festival week.
- Communicate and liaise with campus partners and community partners.
- Support training for Pride Volunteers
- Support the development of communications and promotions for Pride events.
- Assist with other administrative tasks and projects as required.
- This role is intended for those who identify as a member of the 2SLGBTQ+ community and will report directly to the Equity, Diversity and Community Programs Coordinator in the SEO.

Video and Graphics Support

- Supporting and developing graphic and image content such as, but not limited to: logos, flyers, posters, digital posts such as Instagram Stories, etc.
- Developing and editing video content, including on-screen participation as required.
- Ensuring all work is consistent with the cross-platform application of the Student Life communications strategy.
- Identifying new trends in graphic, image, and video content across digital and social media communications to help guide future strategic planning.
- Ability to design marketing materials through Adobe software.
- Ideal candidates must have the 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.

APPLICATIONS MUST BE SUBMITTED BY MONDAY FEBRUARY 26th AT NOON

Note: All applicants must be available to participate in a Group Interview taking place Sunday March 3rd.

ALL APPLICATIONS MUST BE SUBMITTED ONLINE TO: <https://carleton.ca/seo/summer-orientation-leader-applications/>

For more information, please contact: danielvrbanac@cunet.carleton.ca