

## Responsibilities

\*\*\*\*Please note that if successful in this role, the incumbent will have the opportunity for extension through December 2018. This option will only be available for those who will be registered fulltime students for the 2018-2019 academic year.

### CORE RESPONSIBILITIES:

- Coordinate the orientation planning efforts of seven faculty teams and the off-campus team
- Provide Year-Long support to Faculty Head Sophs and the OC Head Soph
- Work with the Student Success Centre to provide Faculty Head Soph support for faculty day programming
- Provide support and supervision to Faculty Head Sophs, alongside Faculty Councils
- Encourage dialogue between Faculty Head Sophs, Councils, and the OCO for programming proposals
- Provide guidance and support during Faculty Day Planning
- Facilitate a training session and support for Head Sophs for Faculty Day Planning
- Support training for all Sophs delivered by the Student Success Centre, USC, Affiliated University Colleges, and Housing
- Support logistical coordination of Academic programming during orientation week, coordinated by the Student Success Centre
- Provide leadership to Faculty Head Sophs in their constituency program development and in the coordination of any orientation-related activities
- Oversee event proposals and provide programming support to Faculty Head Sophs throughout the academic year
- Provide programming support during the Intent to Register period (2017)
- Logistical support for planning and implementation of additional orientation initiatives (such as Open Houses or O-Month Events)
- Be an active participant within the Orientation Operations committee, and co-chair one of the orientation community of practice committees
- Meet regularly with the Coordinator of Student Engagement Programs
- Perform additional duties as required
- Must be willing to work irregular hours, including some evenings and weekend work when required

### POSITION COMPETENCIES

Candidates will be assessed on the competencies relevant to the position, as demonstrated through past performance, as well as their ability perform the primary responsibilities for the position. As part of the application process, candidates are required to provide personal evidence for the identified position competencies. Competencies comprise knowledge, skills, attitudes, and behaviours that are required to be successful in the position.

#### Project Management

##### Indicators:

- Prioritizes tasks and projects through systematic and timely processes.
- Delegates effectively, holding members accountable to assigned tasks.
- Asks for help with projects and tasks where needed.
- Demonstrates active engagement in planning, designing, and implementing change initiatives.
- Understands own possibilities and limitations in facilitating change.

#### Communication

##### Indicators:

- Communicates effectively with colleagues and peers through written and oral mediums.
- Addresses conflict and issues constructively and in a timely manner, using solution-oriented behaviour.

- Understands the holistic value of engaging in dialogue for the purpose of hearing varied viewpoints and perspectives.
- Promotes trust through transparency and consistent communications.
- Asks for feedback from a variety of relevant sources.

#### Critical Thinking

##### Indicators:

- Observes organizational processes, practices, and outcomes, and considers possible improvements.
- Clarifies biases, strengths, and limitations
- Considers new perspectives on organizational relationships and processes.
- Plans with an awareness of foreseeable outcomes using a range of perspectives to inform self and others.
- Understands context in decision-making.

#### Team and Group Facilitation

##### Indicators:

- Fosters effective balance of task achievement and relationship building.
- Utilizes a diverse range of team member skills, and recognizes potential in others.
- Effectively facilitates team decision-making processes.
- Fosters team culture that supports consensus building and the development of its members.
- Provides constructive feedback to team members.
- Identifies and responds to individual learning and resource needs of team members.

#### \*\*\*\*\*SPECIAL INSTRUCTION:

#### Competency Statement

Candidates are asked to produce personal evidence (i.e. behaviours, past events, experiences, activities) for the indicators associated with each competency (as listed above). Personal evidence must demonstrate past performance of the related competency.

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The best way to communicate how you have demonstrated a competency is in the following way:

A. Identify a Concrete Experience: Recall a relevant personal experience, or several experiences, which demonstrates the competency and its indicators.  
 - Write a detailed description of the event (i.e. as close as possible to a 'play by play', as if a video camera might have recorded).  
 - E.g. personal experiences or direct observations from others.

B. Reflect on your Experience: Reflect on what you learned from the experiences.  
 - Offer an analysis of the experience and discuss the learning that you engaged in with others. Reflection is a middle ground that allows you to come to conclusions about how and why you think and behave in certain ways.  
 - E.g. judgments, feelings, and connections with earlier experiences, and conclusions reported from others.

C. Apply Your Learning: Make generalizations and formulate practical applications which can be related to the AOC position.  
 - Share the conclusions you formed from your reflection that form the basis by which you can plan future action. Indicate situations when you would implement what you learned from your past experiences in the role of Academic Orientation Coordinator.  
 - E.g. application planning articulated as specifically as possible for practice in the position.

Candidates will be expected to demonstrate only 3 out of 4 competencies (i.e. 6 indicators).

Cite personal experiences for only 2 indicators per competency.

Please address each competency separately, as opposed to combining multiple competencies in a single paragraph.

Please use only 1 example of a personal experience per indicator. 500 words (max) per competency

\*\*\*\*\*Please include the Competency Statement as a PDF and upload in the "Attachment" section along with your resume and cover letter. Name the file "Competency AOC 2017".