



University Students' Council and *The University of Western Ontario*
ORIENTATION COORDINATOR POSITION DESCRIPTION



EFFECTIVE: September, 2017

SUPERCEDES: November, 2015

AUTHORITY: Operations Committee

RATIFIED BY: Advisory Committee

1.0 POSITION TITLE: ORIENTATION COORDINATOR

2.0 POSITION OVERVIEW

The Orientation Coordinator works with the Orientation Operations Committee to plan and execute Western's Orientation Week and Orientation Month activities. Working directly with the members on the Operations Committee, the Orientation Coordinator is involved in many aspects of the Orientation Program, including management of Orientation Staff; late night event planning, budgeting, execution, and marketing; and volunteer recruitment, selection, training, and recognition.

3.0 POSITION COMPETENCIES

Project Management

- 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

- Communicates effectively with colleagues and peers through both 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 transparent and consistent communications.
- Asks for feedback from a variety of relevant sources.



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Critical Thinking

- 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

- 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.

4.0 PRIMARY RESPONSIBILITIES

General Responsibilities

- Co-chair Western's Orientation Operations Committee.
- Hold an ex: officio position on Western's Orientation Advisory Committee.
- Co-chair an Orientation Community of Practice for the duration of the fall and winter terms following Orientation Week 2018.
- Establish and maintain a positive rapport with the USC Executive, USC full-time staff members, Operations Committee members, Advisory Committee members, the Residence Orientation Coordinator, the Academic Orientation Coordinator, Associate Orientation, Head Sophs, Programming Assistants, and other University stakeholders.
- Provide input regarding the allocation of funds in the Orientation Week budgeting process and oversee the disbursement and accounting of Soph fees.



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- Facilitate ongoing information sessions for Head Sophs, Programming Assistants, and Sophs to gather student feedback regarding the Orientation Program.
- Share ideas and discuss initiatives with the Coordinator, Orientation Initiative that support the continuous improvement of the Orientation Program and student leadership development.
- Meet regularly with members on the Operations Committee.
- Work with the Operations Committee to design, plan, and execute events prior to, during, and following Orientation Week.
- Work with the Operations Committee to organize and execute logistics for all Soph training sessions.
- Work with the Operations Committee to administer Soph selection proceedings.

Management and Supervision of Orientation Staff

- Participate in the selection of Orientation Staff and determine the scope and distribution of responsibilities.
- Cultivate a strong sense of team cohesion amongst Orientation Staff members.
- Schedule and chair regular meetings with Orientation Staff, as well as facilitating team-building sessions.
- Provide constructive and timely feedback to Orientation Staff members regarding all aspects of their roles and responsibilities.
- Delegate tasks to Orientation Staff members, holding each member accountable to assigned duties.
- Provide regular personnel updates to the Operations Committee and Coordinator, Orientation Initiatives
- Supervise the Charity Orientation Coordinator

Promotions and Marketing

- Work with the Operations Committee, USC Communications Officer, and Western's Communications Office, to develop a comprehensive promotions and marketing campaign for Orientation Week.
- Develop and maintain a variety of social media platforms designed to inform incoming students about orientation initiatives.
- Promote the sale, distribution, and pick up of O-Passes.
- Design and write copy specific to events during Orientation Week and Orientation Month.



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5.0 COMMUNITY IMPACT

If successful in their role, the Orientation Coordinator will execute Orientation Week and Orientation Month activities that facilitate a positive transition for all new students to Western University. Western's Orientation Program will welcome all new students regardless of their gender, culture, sexual orientation, race, faith-based tradition, or any other identity unique to the Western community.

6.0 SUPERVISION

The Orientation Coordinator reports to the USC Student Programs Officer and Director of Residences. The Orientation Coordinator is responsible for fulfilling all job responsibilities, as described above, in addition to supporting the achievement of all programmatic outcomes, as determined by the Orientation Advisory Committee, the Orientation Operations Committee, and Orientation Strategic Plan. The Orientation Coordinator is indirectly supervised by the Coordinator, Orientation Initiatives.

7.0 TIME COMMITMENT

The Orientation Coordinator position has both flexible and fixed hours.

November to April: 15-20 hours/week

During the first portion of the term, hours are flexible to fit around classes and other commitments. More hours may be required during peak times for training or selections, while fewer hours may be required at times such as the examination period.

May to August: 35 hours/week

During the summer months, the Orientation Coordinator is expected to maintain a fixed office work week in London. Evening and weekend work will also be required.

Orientation Week: 60 hours

September to December: 5-10 hours/week



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8.0 RENUMERATION

The rate of pay for the Orientation Coordinator position will be \$14.00/hour.

The Orientation Coordinator will be required to submit a detailed final report to the Advisory Committee at the end of their term.