



University Students' Council and *The University of Western Ontario*  
***Orientation Staff:***  
**POSITION DESCRIPTION**



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<b>EFFECTIVE:</b>	October 2016	<b>SUPERSEDES:</b>	November 2015
<b>AUTHORITY:</b>	Orientation Planning Committee (OPC)	<b>RATIFIED BY:</b>	Orientation Planning Committee (OPC)

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**1.00 POSITION TITLE: ORIENTATION STAFF**

**2.00 POSITION OVERVIEW:**

- (1) Orientation Staff is responsible for assisting the Orientation Coordinator with the planning and execution of Western's Orientation Program.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Work with the Orientation Coordinator to complete assigned projects such as coordinating training sessions, Soph team merchandise and retreat weekends. These projects will vary from year to year at the discretion of the Orientation Coordinator.
- (2) Adhere to any Orientation Operations Committee, Western, and USC policies and decisions that relate to the planning of Soph team activities.
- (3) Maintain consistent communication the Orientation Coordinator throughout their term.
- (4) Attend any training sessions during their term as required by the Orientation Operations Committee.
- (5) Attend regular Orientation Operations Committee Programming Working Group meetings.
- (6) Assist with information-gathering sessions for Head Sophs, Programming Assistants, and volunteers to collect student feedback regarding the Orientation Program.
- (7) Share ideas and discuss initiatives with the Orientation Coordinator, Residence Orientation Coordinator, and Academic Orientation Coordinator that support the continuous improvement of the Orientation Program.
- (8) Keep the Orientation Coordinator well-informed of any pertinent activity within their assigned portfolio.



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- (9) Sign and adhere to an Orientation Volunteer contract, an Orientation Staff-specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.

**4.00 QUALIFICATIONS:**

- (1) Orientation Staff members must be dutifully enrolled as an undergraduate student registered at Western University for the 2017/18 and 2018/19 academic years.
- (2) Orientation Staff members must attain a 65% academic average in their course marks in the school year ending in April 2018.
  - i. Summer and intersession courses do not count toward the calculation of this average.
- (3) Orientation Staff members should value differences in gender, culture, sexual identity, religious beliefs, and spirituality, among others, and demonstrate a willingness to create fair and accessible environments.
- (4) Orientation Staff members will be responsible for taking on individual projects throughout the summer. Strong organizational skills are paramount.
- (5) Orientation Staff members should have effective group facilitation and team building skills.
- (6) The nature of the role requires Orientation Staff members to be flexible and be able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.

**5.00 TIME COMMITMENT:**

- (1) Orientation Staff members shall begin their term in November 2017 upon selection for the position, and end on the last day of the 2018/19 academic year. Orientation Staff members must be mindful that they will remain a role model for many students beyond the term of their position.
- (2) During the first section of the term (*November – May*), Orientation Staff members will be required to work approximately 5-10 hours per week. Hours are flexible to fit around classes and other commitments. More hours may be required at peak times, while fewer may be required at times like the examination period.
- (3) During the summer (*May – September*), Orientation Staff members will likely be working 10-15 hours per week. Most of this work will consist of completing their assigned projects and maintaining contact with the Orientation Coordinator.



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- (4) Orientation Staff members will be required to return to London prior to the start of Orientation Week. They are also required to be present during Orientation Week.

**6.00 RENUMERATION**

- (1) Each Orientation Staff member will receive a \$500 honorarium and will be required to submit a detailed final report to the Orientation Operations Committee Co-Chairs at the end of their term in order to receive the funds.

**7.00 TRAINING/SUPPORT:**

- (1) Orientation Staff members will be required to attend various mandatory Orientation Staff, Head Soph, and Soph training sessions throughout their term as required by the Orientation Operations Committee. This typically includes:
  - i. Several training sessions prior to the end of the academic year,
  - ii. Spring Soph Orientation in March,
  - iii. Leadership Team Retreat weekend in May
  - iv. Soph Retreat weekend in May/June
  - v. September Head Soph Training
  - vi. September Soph Training

**8.00 LEARNING OUTCOMES:**

- (1) Throughout their term, Orientation Staff members will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.
- (2) Orientation Staff members will learn how to develop effective program and event planning skills. Additionally, Orientation Staff members will strengthen their facilitation skills so as to enable peers' learning and personal development.
- (3) Orientation Staff members will also demonstrate responsibility for their actions and learn how to interpret the effect their decisions and actions may have on others.



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**9.00 COMMUNITY IMPACT:**

- (1) If successful, Orientation Staff members will help execute an Orientation Week that facilitates a positive transition for all first year students to Western University and provides students with the academic support they may need to be successful during their undergraduate term.

**10.00 SUPERVISION:**

- (1) Orientation Staff members report to the Orientation Coordinator.
- (2) In addition to the Orientation Coordinator, Orientation Staff members are expected to take direction from the Orientation Operations Committee.