

Position: Residence Orientation Coordinator
Term: Summer full-time; Sept-April part-time
Reports to: Coordinator, Orientation Initiatives
Location: Ontario Hall
Department: Housing

1. GENERAL ACCOUNTABILITY

The Residence Orientation Coordinator (ROC) reports to the Coordinator, Orientation Initiatives. The incumbent is responsible for leading the team of Residence Head Sophs, coordinating orientation week program planning, supporting year-long Soph engagement initiatives, and facilitating frequent and ongoing communication between Head Sophs, Programming Assistants, Residence Managers, and the Orientation Operations Committee. The Residence Orientation Coordinator works closely with the Residence Life Management Team, Housing's Summer Project Assistants, University Students' Council, Orientation Staff and the Orientation Communities of Practice to support the development of engaging, fun, and dry orientation and transition experiences for new students living in residence. Adherence to Orientation policies, procedures, and risk management protocols; the Residence Handbook; and "Rezource" guidelines is an integral component of this position.

The ROC position is designed to function as a central point of information and organizational support for Residence Head Sophs and Programming Assistants, while keeping in mind that the primary reporting relationship of a Head Soph is with their respective Residence Manager. The ROC assists Residence Head Sophs in selecting their Soph teams; developing Orientation Week programs, budgets, merchandise; and facilitating team building activities.

2. ONE YEAR CONTRACT

Flex hours: October, 2017 – April 28, 2018

35 hrs/wk: April 29, 2018 - September 8, 2018

10 hrs/wk: September 9, 2018 - December 31, 2018

Note: Flex time/vacation during the summer to equal hours accumulated during the academic year. This is a rough estimate of hours. Hours submitted on a weekly basis.

Remuneration: \$14.00/hour + 4% vacation/summer pay

3. NATURE AND SCOPE

The Residence Orientation Coordinator works with Orientation Staff, the Coordinator, Orientation Initiatives, and the Office of Residence Life Management Team to support student leaders' needs and transitional growth in residence. The position requires the incumbent to be politically tactful when addressing Sophs' needs by demonstrating strong interpersonal and project management skills, and emotional intelligence. The incumbent needs to show initiative, flexibility, good judgment, as well as be a capable presenter in large & small group settings.

During the summer months, the ROC will assist with special projects and the implementation of new student transition programs coordinated by the Office of Residence Education & Programs.

3. POSITION DIMENSIONS

- I. Coordinate the programming efforts of 7 Residence Orientation Leadership Teams (Head Sophs and Programming Assistants)
- II. Communicate and collaborate with 8 Residence Managers, Coordinator of Orientation Initiatives, Assistant Director of Residence Engagement, Programming Coordinator, Residence Academic & International Experiences Coordinator, Training Coordinator, Marketing & Communications Coordinator, Assistant Director of Residence Life, Director of Residences, Summer Project Assistants, Orientation Program Intern, Administrative Coordinator, and Work Study students
- III. Liaise with the USC Student Programs Officer, Associate Orientation, Orientation Coordinator, and Academic Orientation Coordinator
- IV. Participate in Residence Head Soph interviews, assist with the selection of Residence Programming Assistants, and coordinate the building placement process for Residence Sophs
- V. Help coordinate, plan and participate in Soph, Head Soph, and Programming Assistant training
- VI. Attend biweekly Residence Head Soph meetings during the fall term
- VII. Attend biweekly Operations Committee meetings (November 2017-December 2018) and co-chair one Community of Practice (Sept 2018-April 2019)
- VIII. Develop and implement Soph recognition and recruitment initiatives throughout the fall term

4. KNOWLEDGE AND SKILLS

- I. Have tacit knowledge and an awareness of the goals and priorities of Western University, the Orientation Program Strategic Plan, and Residence Curriculum
- II. Demonstrate responsible creativity in program planning and resource allocation
- III. Display strong interpersonal, communication, and relationship-building skills
- IV. Demonstrate confidence and enthusiasm for nurturing student leaders
- V. Be familiar with Residents' Council operations

- VI. Be familiar with promotional copy software and equipment (i.e. e-newsletters, posters, and videos)
- VII. Be aware of campus and London learning and crisis support resources
- VIII. Be responsible, highly motivated, and willing to take initiative

5. PLANNING, ORGANIZING AND PROBLEM SOLVING

- I. Attend all Head Soph & Leadership Team training sessions (Winter/Spring) and Residence Soph Team Retreats (Summer)
- II. Plan a meet and greet between the RLMT and Head Sophs, Orientation Coordinator, and Orientation Staff in the Winter Term.
- III. Assist in the planning, coordination, and facilitation of O-Week Residence Leaders Retreat, and Residence Soph Training during the L&D Conference (August/September)
- IV. Assist the RLMT in the planning and coordination of Residence Based Day, which includes Welcome Rally, Community Floor Meetings, and Building Tours.
- V. Assist the Head Sophs in the planning and execution of residence late night events during Orientation Week.
- VI. Assist with the identification of international student needs, as well as the development and implementation of programming for International Student's Welcome Day
- VII. Assist with summer projects and year-long program planning
- VIII. Assist with the planning of the Residence Staff and Soph L&D Conference
- IX. Help coordinate the Residence Soph Appreciation Banquet in September
- X. Coordinate Soph appreciation initiatives during the L&D Conference and O-Week
- XI. Participate as a member of the Residence Move-In-Day Committee
- XII. Assist with the collection and accounting of all Residence Soph fees, uniform fees, and Soph Retreat fees.
- XIII. Assist with the coordination of the Guaranteed Bed Contracts, Residence Soph Contracts, and Pre-Payments with the Assistant Director, Housing Administration
- XIV. Assist the RLMT with the assignment of Faculty Soph pairings
- XV. Keep an updated Residence Soph contact list, including dietary restrictions and program information, for all Residence and Faculty Sophs. Inform necessary Housing personnel of updates to the list.
- XVI. Liaise with the UWO Bookstore and other suppliers to assist Head Sophs in ensuring O-Week merchandise and uniform order deadlines are met
- XVII. Attend biweekly Residence Head Soph roundtable meetings during the academic year
- XVIII. Assist with the coordination of All Soph Hangouts
- XIX. Update the Soph Field Guide for Residence Sophs
- XX. Assist in the design and promotion of the Residence Engagement Award (REA), and Residence Soph year-end awards.

6. LEADERSHIP AND TEAMWORK

- I. Meet regularly with the Residence Managers to share team-specific updates
- II. Meet regularly with the Coordinator, Orientation Initiatives to plan, develop, and execute all aspects of Soph Training
- III. Establish a positive rapport with the Head Sophs, Programming Assistants, and Orientation Staff
- IV. Facilitate collaboration and sense of camaraderie amongst Residence Head Sophs
- V. Liaise and connect between USC and Housing initiatives
- VI. Inform and update the Operations Committee of Housing-specific programs, training, policies, and eligibility requirements for Residence Sophs

7. COMMUNICATIONS

- I. Update the Housing important dates calendar and share widely with Residence Sophs, the RLMT, and other student leaders on campus
- II. Maintain frequent and ongoing Council-Soph communications during the summer
- III. Provide information for a summer newsletter (starting in April) to be sent out to Residence Sophs. The newsletter should contain information such as important deadlines, tips on what to be preparing for the upcoming month, as well as motivational material.
- IV. Liaise with Council Presidents and Head Sophs over the summer
- V. Establish regular contact (phone, email) with Head Sophs over the summer
- VI. Facilitate town hall-style meetings with Head Sophs, Programming Assistants, and Sophs to collect student feedback regarding the Orientation Program (twice annually)
- VII. Liaise with the Coordinator, Orientation Initiatives and the Training Coordinator regarding Residence Soph-specific training
- VIII. Submit a final report with summary of activities and recommendations to the Coordinator, Orientation Initiatives

8. QUALIFICATIONS

- I. Excellent written and oral communication skills
- II. Previous leadership experience (Residents' Council, Soph, Residence Staff, the University Students' Council, etc.) is preferred
- III. Background in peer coaching, training, and event planning
- IV. Technical skills, including powerpoint, keynote, excel, photoshop, etc.
- V. Superb organization skills & an ability to work in flexible, fast paced environments
- VI. Ability to work with student leaders
- VII. Must reside in London and be available full-time throughout the summer
- VIII. The ROC will not carry any other orientation or staff roles for the duration of the position (Residence Staff or Soph).