



**Position Title:** OCrew

**Constituency:** USC

**Category:** Student Volunteer

**Start date:** March 1, 2025

**End date:** September 15, 2025

**Hours per week:** average of 1-2 hours per month throughout the summer with the exception of training (NWeek) (approximately 35 hours per week) and Orientation Week (may exceed 35 hours) including late night shifts beyond 12am.

### **About Orientation**

The Orientation program is designed to holistically support the transition of incoming students as they embark on their undergraduate journeys at Western University. Beginning with Orientation Week, the Orientation program aims to foster connections and build a sense of belonging on campus, and in the greater London community. In collaboration with Western staff, faculty members, over 900 Sophs and OCrew, the Orientation program works to facilitate a smooth academic and social transition into, and throughout, our incoming students' first year at Western. Through these efforts, incoming students will become acquainted with all aspects of campus life, including learning, development, enrichment and support resources on campus.

### **About Us**

The University Students' Council (USC) is a student-led organization that first and foremost exists to advocate for and represent undergraduate students at Western University. Since 1965, we have grown beyond an advocacy organization, becoming one of the largest student governments in Canada and one of the largest not-for-profits in London, Ontario Canada. Each day, we work to support, improve and enhance your student experience, because we believe that students have the power to change the world.

## Scope of Position

OCrew drives the logistical success of USC programming during OWeek. OCrew's impact is immense, as they work behind the scenes to ensure events run smoothly throughout the week. From coordinating load-ins for the Soph teams and first years, to helping with first-year move-ins, to setting up, taking down and facilitating USC OWeek events, OCrew makes every step of the experience seamless.

OCrew members are not just contributors—they're leaders. They take charge of event execution, ensuring first-years feel welcomed, engaged, and leave with positive memories of OWeek.

This role involves working with the Vice President Orientation & Programming (VPOP) and OCrew LT to deliver USC programming during O-Week. OCrew members ensure the success of OWeek through late-night shifts (as with other orientation leader roles) along with maintaining punctuality, reliability and a strong work ethic throughout their term

## OCrew Competencies

Competencies are a combination of demonstrable knowledge and skills that are necessary to successfully perform in a role.

Competencies include the following:

### Collaboration and Teamwork:

The ability to work effectively with others toward a shared goal, fostering a supportive and inclusive environment. This involves active listening, sharing responsibilities, valuing diverse perspectives, and promoting mutual respect to achieve group objectives.

- **Conflict Resolution and Mediation:** Navigating and resolving disagreements with fairness and empathy, facilitating productive dialogue, and fostering a positive and respectful environment.

### Leadership Development:

The capacity to inspire, guide, and support others in reaching their goals, while continuously reflecting on and improving one's leadership skills. This includes:

- **Time Management:** Demonstrating the ability to prioritize tasks effectively, meet deadlines, and support mentees in developing their organizational skills.
- **Communication and Professionalism:** Maintaining clear, respectful, and professional communication with mentees, colleagues, and supervisors, while setting a positive example in behavior and interactions.

### **Critical Thinking:**

The ability to evaluate information, consider multiple perspectives, and make informed decisions in complex situations. This includes:

- **Problem Solving:** Identifying challenges, generating solutions, and implementing effective strategies.
- **Accountability:** Taking responsibility for actions, decisions, and their outcomes while holding oneself to high standards of performance and integrity.
- **Confidentiality and Ethical Judgement:** Maintaining discretion in handling sensitive information and making decisions guided by ethical principles and professional standards.

### **Flexibility and Adaptability:**

The capacity to remain open to change, adjust to new situations, and navigate uncertainty with resilience and creativity. This includes being responsive to the evolving needs of mentees and adapting strategies to achieve positive outcomes.

### **Equity, Diversity, Inclusion, Decolonization, and Accessibility:**

A commitment to creating inclusive, equitable, and accessible environments where all individuals feel valued and respected. This involves understanding systemic barriers, advocating for underrepresented communities, and applying anti-oppressive and decolonial practices in mentorship. It also includes actively promoting accessibility and fostering a culture of belonging for individuals with diverse backgrounds and experiences.

### **OCrew Responsibilities**

Orientation Week:

- Support the execution of a safe and welcoming Orientation Week that facilitates a positive transition for all incoming students.

Lead in the support and the facilitation of the following Orientation Week programs and initiatives:

- USC Programming
- Late Night Programming
- Other Constituency Programming as per VPOP direction
- Support first-year and soph engagement by encouraging their involvement at USC programs

- Set up, run and take down USC events
- Maintain an organized workspace when storing USC event supplies

#### Communication:

- Monitor email and necessary group chats throughout the year.
- Maintain consistent communication with your OCrew Team Lead and OCrew Coordinators throughout the year.

#### Training:

- Attend and/or complete synchronous and asynchronous training sessions during their term as required by Central Orientation.

#### Qualifications

- OCrew members must be in London for mandatory, in-person training during N Week (**Saturday, August 23<sup>rd</sup> – Friday, August 29<sup>th</sup>**), Residence move-ins, and Orientation Week 2025.
- OCrew members must be dutifully enrolled as an undergraduate student registered at Western University for the 2025/26 academic year.
- OCrew member eligibility requirements include:
- All Orientation Leaders must attain a 65% academic average in their course marks in the school year ending in April 2025. Summer courses do not count towards the calculation of this average
- All Orientation Leaders must be enrolled as a full-time, Main Campus, undergraduate student upon submitting their application and must be returning for the 2025-26 fall and winter academic terms.
- Students participating in an exchange program or an internship during the beginning of fall 2025 semester will not be eligible to participate in the Orientation Program as an OCrew member. Students on exchange or internship in the winter 2025 or winter 2026 semester are eligible to be OCrew members.
- Students must be in good standing with the University and have no record of active sanctions under the Student Code of Conduct or Orientation Behaviour Management Policy.
- OCrew members are required to complete all components of mandatory training before assuming their duties. Those who are not able to complete component(s) of training may not be eligible to assume their role.
- OCrew members should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.
- OCrew members should have effective group facilitation and team building skills.
- OCrew members must be flexible and able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.

## **Supervision**

- OCrew will report directly to their OCrew leadership team and when necessary, the Vice President Orientation and Programming.