

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving UFV students. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, and the student health and dental plan. SUS also provides support to an active community of student clubs and associations, organizes community events, and provides wellness and developmental programming. As the official representative body of UFV students, our mission is to create a strong, unified student voice, provide services and developmental opportunities to our members, and advocate on behalf of the interests of the UFV student community.

SUS Orientation Coordinator

Work Schedule: 5 - 10 hours weekly

Reporting to: Vice President External and SUS President

POSITION DESCRIPTION

The Orientation Coordinator works with the Orientation Planning Committee (OPC) to plan and execute the UFVSUS Orientation Week. Working directly with the SUS VP External (VPE), SUS President and SUS Executive Director, the Orientation Coordinator is involved in many aspects of the Orientation Program, including management of Orientation volunteers, chairing the Orientation Planning Committee, event planning and logistics, volunteer administration and recognition, and the marketing of the program with specific attention to the UFVSUS Orientation website.

Specific Duties

- Chairs the Orientation Planning Committee, and any working groups deemed appropriate by the Orientation Planning Committee.
- Recruits students to be Orientation mentors representing the various academic faculties to first year students and on the Orientation Planning Committee.
- Establish and maintain a positive working relationship with the SUS Executive, SUS Executive Director and SUS Director of Services and Marketing.
- Facilitate information-gathering sessions and training of Orientation mentors, collect student feedback regarding the SUS Orientation Program, and hold “brainstorming” sessions regarding Orientation programming and events that supports the vision of the SUS Orientation Program being to: a. welcome and support new UFV students and b. build a welcoming, inclusive community.
- Meet regularly with the SUS VPE, President, and Executive Director to be assigned projects and provide progress reports.

- Keep the VPE, President, and Executive Director well-informed of any pertinent activity within the Orientation Program, particularly matters concerning volunteer conduct or behaviour.
- To take direction from the VPE, President, and Executive Director about logistical and marketing support for the development and execution of Orientation programming and events
- To provide management, oversight, and direction to SUS Orientation mentors and their volunteers as to the facilitation and execution of Orientation programs and events.
- Cultivate a strong sense of team identity amongst Orientation Pilots serving on the Orientation Planning Committee using an effective balance between task achievement and relationship building.
- Schedule and chair regular meetings with Orientation Planning Committee, as well as facilitating team-building sessions for the Orientation mentors.
- Provide constructive and timely feedback to Orientation mentors regarding all aspects of their roles and responsibilities.
- Effectively delegate tasks to Orientation mentors holding each member accountable to assigned deadlines.
- Work with the VPE, President, Executive Director, and Orientation Pilots to design, plan, and execute Orientation programming and events.
- Work with the VPE and Executive Director to execute logistics for volunteer training including and facilitating the selection process for choosing Orientation mentors and their teams.
- Work with VPE, Executive Director, Director of Services and Marketing, and the Orientation Planning Committee to develop a comprehensive promotions and marketing campaign for Orientation Week including:
 - Website
 - Twitter account
 - Facebook page
 - Email advertisements
- Use creative and innovative concepts to promote the sale of O-Passes, as well as features of the upcoming Orientation Week.

QUALIFICATIONS AND ASSETS

- Past experience in project management, event and programming design;
- Understands own possibilities and limitations in facilitating change;
- Communicates effectively with colleagues and peers;
- 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;
- Asks for feedback from a variety of relevant sources;
- 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;
 - Must work with and treat all people respectfully and equally;
 - Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy;
 - Strong ability to research and analyse information;
 - Superior organization and administration abilities;
 - Working both independently and cooperatively as part of a team;
 - Competent in the use of MS Office suite.

TERM OF EMPLOYMENT

Weekly schedule will be set by the VPE and will, within reason, accommodate the employee's academic schedule. This is a term contract that lasts from June 1st, 2017 to December 30, 2017 with an option to renew for an additional term from January 1 – March 30th, 2017. Applicants must be current students of UFV and take at least one course in both the Fall and Winter semesters.

SALARY

***\$10.85 per hour plus 4% vacation pay for a total wage per hour of \$11.28 per hour. On September 15, 2017, this wage will increase to \$11.35 per hour plus 4% vacation pay for a total wage per hour of \$11.80 per hour.

CLOSING DATE

***Applications will be accepted until 11:59 PM, June 25th, 2017.

APPLICATION PROCEDURE

Please send a cover letter and resume to hr@ufvsus.ca.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.