



Student Union Society of the University of the Fraser Valley

ORIENTATION COORDINATOR (OCO) JOB DESCRIPTION

Effective: April 15th 2019

Term of Position:

(April 15/19- June 30/19- 5/hrs a week)

(July 1st- September 30th- 10-15/hrs a week)

(*September 3rd 12 hours)

Remuneration: \$15.00 per hour (plus 4% vacation pay)

Position Overview:

The Orientation Coordinator (OCO) will report to the Events Manager. The OCO will facilitate UFV Student Union Society's (SUS) Fall Orientation Day and supervise "Soph" orientation volunteers. The primary objective of the SUS Orientation Program is to provide new students entering UFV a strong foundation for academic success, well-being, and social enrichment at UFV. Working directly with the Orientation Head Sophs' and Orientation Soph volunteers, the OCO is involved in several aspects of the Orientation event planning, the selection of Head Sophs and Sophs, and the training of these Orientation volunteers. Additionally, the Orientation Coordinator will manage the scheduling of Soph volunteers, assist in the execution of Orientation events, and assist in the marketing of SUS's Orientation Program to new, incoming UFV students.

Requirements:

- Excellent communication and interpersonal skills.
- Strong problem solving skills and ability to work well under pressure.
- Delegates effectively.
- Recommends new programming initiatives and the planning of Orientation events.
- Sensitive to the cultural, racial, gender-identities, and social differences of incoming students.
- Effectively facilitates team-building exercises, and team decision-making processes.
- Fosters an enthusiastic team culture that supports the development of its members and will be extra-ordinarily welcoming to incoming UFV students.
- Exhibits a sense of professionalism.

Core Responsibilities:

- Ensure that ALL Sophs welcome the incoming UFV students effusively and in a manner that will assure these students that they are safe, supported by SUS and UFV, and that they can count on their Soph leaders and SUS for assistance throughout the year.

Incoming UFV students should be so impressed by the friendship and welcoming of the SUS Orientation Sophs that they will want to become SUS Orientation Sophs the following year.

- Under the supervision of the SUS Events Manager, design and create the 2019 Orientation schedule.
- The OCO shall review and refer to the SUS's Orientation Strategic as their guide for decision-making and recommendations for programming initiatives.
- OCO will be responsible for coordinating SUS's community service portion of the Orientation Program.
- Working with Head Sophs', the OCO is responsible for the development of the Soph group monikers.
- Aiding in the recruitment process and management of Soph volunteers.
- To be a guide to the University and SUS student support services for incoming students.
- Provide constructive performance feedback to Head Sophs.
- Carry out tasks as assigned by the Event Manager and commit to regular meetings with the Event Manager and Head Sophs.
- To supervise, mentor, and guide Head Sophs and ensure they are prepared to carry out their duties.
- Follow SUS's risk management guidelines and campus safety requirements when planning and executing an Orientation event.
- Communicate with the Event Manager with regular progress reports.
- Responsible for the coordination of the purchase of Orientation Kit items such as (t-shirts, hats, water bottles, lanyards, wristbands etc.).
- Keep the Head Soph's and Soph Leaders well-informed about SUS Orientation event planning.
- Be committed to attending all training required by SUS.
- Be committed to achieving the program's learning outcomes and to sharing this learning with all Sophs.
- Responsible for arranging the logistics for training sessions of Orientation Sophs and ensuring Sophs are fulfilling their duties both in terms of the execution of Orientation Day events and the year-long programming.
- Assist with the planning and execution of the SUS Winter Orientation with the Events Manager

Learning Outcomes

The CAS learning outcomes listed below are outcomes that will be recognized in an Extra Curricular Transcript provided to the Orientation Coordinator upon the successful completion of the tasks outlined in this job description.

- Connecting Knowledge to other knowledge, ideas, and experiences.
- Constructing Knowledge
- Critical Thinking
- Reflective Thinking
- Effective Reasoning
- Creativity
- Commitment to Ethics and Integrity
- Meaningful Relationships
- Interdependence
- Collaboration
- Effective Leadership
- Understanding and Appreciation of Cultural and Human Differences
- Social Responsibility
- Communicating Effectively
- Demonstrating Professionalism
- Maintaining Health and Wellness

Qualifications:

- Must a registered current UFV student.
- Must be available from August 26th to September 13th 2019
- In good academic standing of a G.P.A of 2.0.
- Experience as a camp councillor, coach, peer mentor, or event volunteer for a philanthropic or non-for-profit organization would be considered assets.

Please include a detailed cover letter and resume and a minimum of two (2) references.

Applications are due Monday April 8th @4:00pm

All applications must be submitted to events@ufvsus.ca

All shortlisted applicants will be contacted for an interview.