

Job Description for Temporary, Casual or Interim Positions

Job Title	Off-Campus Orientation Planner		
Interim Job Code	INT031	Pay Grid	Temporary
Student Work Program Job Code	WPS031	Pay Grade	Level 2

Job Summary

Assist in the planning and coordination of university-wide orientation programming efforts focused on orientation and engagement of all off-campus first year students. Provide administrative support and event logistical support for a variety of events and activities.

Accountabilities

- Support the planning, coordination and execution of orientation programs designed specifically for off-campus students, under the direction of the Manager.
- Coordinate and deliver training of the off-campus reps throughout the summer months with direct management support and following prescribed session scripts.
- Coordinate various orientation events, such as the Summer Sleepover and Sneak Peek for new off-campus students, using previous year's event plans.
- Create agendas, organize content and administer training for Welcome Week Rep meetings and record minutes.
- Participate in the selection process for Welcome Week representatives, alongside the executive board members.
- Attend all meetings and training sessions required for Welcome Week Planners and Welcome Week Representatives.
- Attend SSC Welcome Week consultation meetings.
- Maintain comprehensive records of all Welcome Week plans, logos, schedules, etc.
- Communicate with the off-campus Welcome Week Rep team on a regular basis.
- Update and maintain a variety of information relating to off-campus representatives.

Qualifications

Education: Full-time student status and a minimum sessional GPA of 6.0 must be achieved.

Experience: Previous related experience is considered an asset.

Working Conditions

- Exposure to inclement weather during events and activities.