

Job Description for Temporary, Casual or Interim Positions

Job Title	Residence Orientation Planner		
Interim Job Code	INT032	Pay Grid	Temporary
Student Work Program Job Code	WPS032	Pay Grade	Level 2

Job Summary

Assist in the coordination and implementation of an orientation/transitional program for incoming students, in collaboration with the Residence Life Staff. Provide administrative support and logistical support for a variety of events and activities.

Accountabilities

1. Assist with the selection and training of all Residence Orientation Leaders.
2. Assist with the planning, coordination and implementation of events and activities, including the Orientation Planning Retreats.
3. Aid in the coordination and training of volunteers for a variety of events, such as May @ Mac and Residence Experience Day (RED) residence tours.
4. Assist in the development of a Residence Orientation schedule.
5. Liaise with a variety of internal departments to coordinate events and activities.
6. Provide information and support to volunteers.
7. Participate in the orientation and planning processes coordinated by the Student Success Centre and Residence Life.
8. Coordinate the purchase, distribution, and effective use of Welcome Week Resources.
9. Assist with the development, delivery and analysis of Welcome Week assessment activities.
10. Update and maintain a variety of communications.
11. Maintain regular year-round communication with Residence Orientation Leaders to update on upcoming events, training and initiatives in the Residence Life Office.
12. Attend all meetings and training sessions required for Welcome Week Planners and RORs
13. Create and maintain a current list of contact information for Residence Orientation Leaders.
14. Monitor a Welcome Week budget, in compliance with University policies and procedures and under direct supervision
15. Maintain a comprehensive database of event plans, hall budgets, logos, schedules, meals etc.

Qualifications

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

Experience: Previous experience with orientation at McMaster (or equivalent experience) considered an asset.

Working Conditions

- Exposure to inclement weather during events and activities.