JOB TITLE: OSTL2 - Student Coordinator – Volunteer & Mentor Operations

DEPARTMENT NAME: Orientation in the Department of Student Recruitment & Global Engagement

CONTACT NAME: Kate Hollefreund

JOB DESCRIPTION:

Employment term
The Student Coordinator will be asked to establish office hours with their supervisor at the beginning of the employment period. Some evening and weekend work will be required.

Job summary
Reporting to the Orientation Coordinator, the Student Coordinator – Volunteer and mentor operations will plan, implement and deliver programming related to the UVic Orientation volunteer and mentorship programs. The successful candidate will also support all UVic Orientation programs, as required.

Background
Student Recruitment and Global Engagement is a department within the division of Student Affairs that develops, implements, and monitors strategies to promote UVic as an education destination of choice for high achieving students, provides transition and leadership programming, and fosters critical linkages with international partners to advance intercultural perspectives for all UVic students. UVic Orientation, a unit within the department of Student Recruitment & Global Engagement, aims to support new students and their families in their successful transition to university life through pre-arrival and arrival programs and resources, and facilitates volunteer and leadership opportunities for current students.

The mission of UVic Orientation is to facilitate the successful transition of new students and to connect them to the UVic community by welcoming, inspiring, and supporting them. The key objective of UVic Orientation is to foster the sense of belonging and preparedness of new students and current student volunteers.

Volunteer and mentorship operations
- Inventory and prepare student volunteer and mentor resources.
- Manage volunteer database including shift scheduling and approving logged hours.
- Develop volunteer and mentorship social media engagement plan.
- Assist with communications to student volunteers and mentors.
- Assist in developing and implementing volunteer and mentorship program evaluation processes.
- Support briefing, deployment, and debriefing of volunteers and mentors at all events and programs.
- Ensure all programming is inclusive and accessible, and meets the diverse needs of student volunteers and new students.
- Support volunteer and mentor appreciation planning and delivery.

Applicants must be eligible for Work Study Program
For details go to:  http://www.uvic.ca/registrar/safa/work-study/index.php
Volunteer recruitment, selection, and training
- Support the recruitment, screening, and selection of student volunteers and mentors.
- Provide support to participants, families, and volunteers during all UVic Orientation programs.
- Provide leadership to a team of staff/volunteers during the implementation of orientation programming.
- Assist in the creation and updating of the volunteer and mentorship training plan.
- Support training development and implementation.
- Assist in the delivery and facilitation of the volunteer and mentorship training program both in-person and online.
- Populate, and test online training materials.
- Review and provide feedback to volunteers and mentors on online training assignments and in-person training assignments.
- Maintain volunteer and mentor training records.

Support student transition to UVic
- Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate.
- Review research and benchmark practices related to transition mentorship programs, including roles of mentors, mentor training, and mentor matching.
- Provide support to participants, families and volunteers during all UVic Orientation programs.
- Provide leadership to a team of staff/volunteers during the implementation of orientation programming.

Departmental administration
- Attend staff meetings, one on ones and other meetings as appropriate.
- Provide programming support to the Orientation office as needed.
- Complete verbal and written reports in a timely manner.
- Write monthly position reports and program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years.
- Participate in event prep, set up and take down for all events and programs.
- Additional duties as assigned.

QUALIFICATIONS:
The Student Coordinator must:
- Have exceptional service skills.
- Have experience planning and implementing large projects or events.
- Be able to work independently and on a team with excellent interpersonal skills.
- Possess strong project management and event planning skills, including mapping out project plans, setting priorities and meeting deadlines.
- Be able to exercise good judgment and sound reasoning.
- Have highly developed technical skills and be knowledgeable in computer software programs such as Word, Excel, PowerPoint, etc.
- Demonstrate decision-making and creative problem-solving skills.
- Have strong oral and written communication skills.
- Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles.
- Have knowledge about the experiences of new students and the transition supports available; experience working with programming for new students is an asset (e.g., Orientation Leader/volunteer, Community Leader, peer mentor, etc.).
- Having knowledge of student development theory and student learning is an asset.
Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php

JOB LOCATION ON-CAMPUS:  University Centre – Suite B202

WORK STUDY WAGE:  $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP:  $1.50/hour

HOURS AVAILABLE:  200

HOW TO APPLY:  To apply, please submit your application as a combined PDF file via email to eventassist@uvic.ca with subject line “Student Coordinator – Volunteer and mentorship operations”. Your application should consist of the following elements:
   1. Cover letter detailing:
      a. How your past experience relates to the posted position; and
      b. Why you are a good fit for the position.
   2. Your resume.
   3. Your co-curricular record (should you have one).

We thank you for your application. Only those who are selected for an interview will be contacted.

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Read our full equity statement here: https://www.uvic.ca/equitystatement.