**JOB TITLE:** Ostl3 - Student Coordinator – Orientation Logistics

**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 – Orientation logistics 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.

**Registration & logistics**
- Coordinate program planning for January Orientation and May Orientation programs
- Plan, prepare and test all event registration forms and participant records, including tracking workshop and intra-event registration numbers and accessibility and accommodation requests.
- Monitor and report on ongoing registration numbers, accessibility and dietary needs on a weekly basis and post-event to staff and faculty stakeholders.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
• Act as first point of contact for phone and email: students, their family members, staff and faculty.
• Create, develop and maintain work plans related to registration and logistics for arrival events.
• Develop and prepare all event check-in and late registration materials for staff, volunteers and participants.
• Lead all event check-in, late registration and event components at UVic Orientation events.
• Coordinate accessibility and dietary requests from registrants and participants.
• Update accessibility plan for arrival events.
• Support arrival event communications to participants via website, email and social media.
• Coordinate program check-in and late registration planning and rollout for arrival programs.
• Coordinate event site plans and matrices.
• Coordinate event information fairs including invitations, registrations, confirmations, site layout and site supplies and materials.
• Coordinate participant schedules for event groups, including contingency planning.
• Prepare resource materials for arrival events such as schedules, frequently asked question sheets, maps and prize items.
• Support assessment survey creation for all programs.
• Ensure all programming is inclusive and accessible and meets the diverse needs of new students.
• Support recruitment, screening and selection of student volunteers and mentors.
• Provide support to participants, families and volunteers during all UVic Orientation programs.
• Support training development and implementation.
• Provide leadership to a team of staff/volunteers during the implementation of orientation programming.

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 inclusive, diverse and accessible orientation and transition programs.
• 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.

Applicants must be eligible for Work Study Program
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• 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.

**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 – Orientation logistics”. 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.