



## University of Victoria RESS Orientation & Engagement Assistant Job Description

**Position:** Orientation & Engagement Assistant

**Unit & Department:** UVic Residence Services, Residence Life & Education Department

**Supervisor:** Coordinator, Resident Engagement & Manager, Operations

**Remuneration:** \$20/hour + 4% in lieu of vacation & benefits

**Employment Term:**

May 29, 2023 to September 8, 2023: 35 hours/week

September 11, 2023 to September 29, 2023: 5-10 hours/week

Approximately 525-555 hours

Hours will typically be Monday – Friday, 8:30am – 4:30pm with some evening and weekend work expected, including the entirety of Labour Day Weekend. This position is primarily an on-site position.

\*\*Optional part time hours may be available in late April and/or May (max 10 hours per week) to assist with orientation volunteer/ambassador screening, interviews and selection. \*\*

**Job Summary:**

Residence Services is a unit within the division of Student Affairs that provides accommodation, programming and education to the on-campus student community, in addition to providing a summer conferences operation for off-campus customers. Residence Life and Education, a department within Residence Services, aims to provide students with a safe and welcoming community where they are supported in their learning and personal development.

Reporting to the Coordinator, Residence Engagement (CRE) and the Manager, Operations (ROM), the Orientation & Engagement Assistant (OEA) is a full time, student position that provides logistical support, event planning, marketing, and implementation, and development of learning outcomes for co-curricular programming. The OEA will gain valuable experience in program development and implementation while assisting the Residence Department with essential work over the summer months, particularly with Residence Orientation and Move in Day.

The OEA will also assist the Residence Education Team with other projects as necessary.

**Duties & responsibilities:**

Residence Orientation (40%)

- Plan and implement Residence Orientation programming (performances, social events, etc.) in consultation with Residence Services and the Office of Student Life (OSL)
- Schedule and arrange logistical components of neighbourhood meetings and graduate student residence welcome
- Coordinate communication with Orientation staff using a shared database and respond to questions related to their portfolio
- Assist in coordinating the recruitment, hiring, and screening of Residence Orientation Leaders/Ambassadors (during April/May)



- Lead the coordination and facilitation of Residence Orientation Leader/Ambassador training (including scheduling & logistical components) in consultation with Residence Services and OSL
- Collect feedback and draft transition documentation for Residence Orientation programming
- Work with University Food Services as required to arrange dinner service for Move In weekend
- Assist with marketing and communications related to Residence Orientation and Move in Day

#### Move In Day (40%)

- Assist the ROM and the Residence Services team with the logistical planning and implementation of Residence Move In Day, including working as a member of the Move In Day Committee
- Assist in the coordination of sourcing items and assembling Move in Day packages
- Recruit and coordinate on-campus partners to participate in the Move in Day fair
- Provide day-of support to the CRE and ROM on Residence Move In Day, in particular with the execution of the Move in Day Fair

#### Other Tasks as Assigned (20%)

- Coordinate and assist in delivering online webinars throughout spring/summer to incoming residents and their parents
- Provide exemplary customer service in person, by phone, and via email to volunteers, new students, families of new students, community partners, staff, and faculty
- Perform other duties and projects as required to assist the Residence Education and the Operations team

#### **Qualifications:**

##### It is REQUIRED that the candidate:

- Be currently enrolled in the University of Victoria as an undergraduate or graduate student. Co-op student applications are highly encouraged.
- Be available on the following dates: September 2-4, 2023 (Residence Move in Day & Orientation)
- Have experience with Residence Services programming, Orientation programming, or a comparable leadership or student development program as a volunteer or staff member
- Have an aptitude for planning events, facilitating large groups, and public speaking
- Be eager, enthusiastic, and capable of motivating others to participate
- Be able to work both independently and cohesively with a team
- Be able to effectively balance competing deadlines and manage shifting priorities
- Possess the ability to take initiative and manage competing priorities
- Be creative and able to troubleshoot in a fast-paced environment, both prior to and during high-intensity events
- Demonstrate exceptional professional communication and interpersonal skills
- Have a high working knowledge of computer software including Microsoft office and basic design tools (canva, publisher etc).
- Have satisfactory academic standing

##### ADDITIONAL skills that would be considered assets:

- Previous work experience in Residence Life and Education
- Exhibit an interest in student leadership, student development, and student affairs



**How to Apply:**

As part of your application, please confirm your availability for the required dates listed above in the “Qualifications” section.

To apply, please submit your cover letter and resume directly to the UVic Co-op & Career posting portal (General Posting ID # 227193, Co-op posting ID # 227189). References will not be collected at this time. **Applications are due by Monday, March 27 at 4:30PM PST**

*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>.