

# Job Description: Orientation Team Lead

*May 2026 – April 2027*

<b>Position:</b>	Orientation Team Lead
<b>Unit &amp; Department:</b>	Office of Student Life, Student Affairs
<b>Remuneration:</b>	\$24.00/hour + 4% in lieu of vacation and benefits
<b>Number of Openings:</b>	1 position
<b>Employment Term</b>	10 hours/week with a maximum 15 hours/week

## Position Summary

Orientation Team Lead (OTL) position is embedded within [the Office of Student Life \(OSL\)](#), a team dedicated to creating responsive programming that engages UVic students in orientation initiatives, leadership, community-building, and creating safer, more supportive spaces on campus. OSL offers student engagement programming, support, and resolution from student-centered and community-minded lenses in alignment with [Equity Action Plan](#)..

This role is an exciting opportunity for anyone passionate about fostering belonging, community building, student engagement, and a resourced transition to UVic student life. The OTL will act as a vital part of the OSL team, supporting the Orientation Coordinator on core student engagement programs including pre-arrival programming, resource-based campus tours, and other welcome events and programs for all new students, including first year, transfer, graduate, mature, and international students.

## Key Duties

Under the supervision of the Orientation Coordinator and within a dynamic programming team, the Orientation Team Lead will:

- Assist in designing and implementation of orientation programs for September, January, and May.
- Participate in planning meetings and contribute to continuous improvement of orientation programming.
- Participate in prep, set up, delivery and take down for events and programs.
- Design online pre-arrival programming for new students.
- Co-supervise a team of 40-45 casual student staff (Orientation Tour Leaders) by facilitating training, delegating tasks, and scheduling shifts .
- Assist in the event planning and logistics required to ensure events and programs run smoothly.
- Support the creation of posters, signage, and other communications materials using Canva, in alignment with OSL branding and accessibility practices.
- Support the development of student-facing educational materials for Orientation Tour Leaders.

- Review and assess programming utilizing diverse feedback methodologies to ensure programming is inclusive, accessible, and relevant to all students.
- Complete additional duties as assigned to support Orientation initiatives.

## Core Competencies

The ideal candidate for this role *should have*:

- Ability to communicate clearly and facilitate engagement with diverse audiences.
- Be passionate about supporting students to navigate, engage in and thrive throughout their journey at UVic.
- Possess a broad knowledge and experience with campus and community resources (including academic, social, safety, health, and others).
- Must have the ability to engage in critical self-reflection and an understanding of the wide variety of different experiences, challenges, and barriers new students may encounter when starting at UVic.
- Possess an understanding of systemic challenges and structural barriers that students face in accessing and attending UVic, through professional, volunteer, and/or lived experience.
- Have a commitment to quality, attention to detail and an ability to troubleshoot.
- Exercises good judgment and problem solving.

## Additional Assets

- Experience planning events, especially related to student engagement or development.
- Involvement in student orientation or other student leadership initiatives.
- Interest in student development, student engagement and student affairs from anti-oppressive, community-based, and anti-racist lenses.
- Integrated accessibility considerations into event planning and delivery to reduce barriers and increase participation for diverse student populations.
- Experience working with university students or young adults, particularly in a leadership or mentorship role.

We acknowledge and recognize the lived experiences of students from diverse backgrounds as well as the capacity and potential to work across differences as alternate and equivalent ways to be qualified for this position.

## Eligibility

The Orientation Team Lead must:

- Be enrolled as an undergraduate or graduate student at the University of Victoria for the duration of the employment term.
- Be legally entitled to work in Canada.
- Be available from **August 28<sup>th</sup> to September 7<sup>th</sup>** for Orientation events.
- To ensure fairness and balance across our teams, students are not able to hold multiple roles within the Office of Student Life at the same time. An exception is made for FYI Mentors, provided no mentee-specific or confidential information is shared with other teams, and any hours completed in the FYI Mentor role are considered volunteer hours.

This position is hybrid, allowing for some remote work as well as some in-person shifts, meetings, and event support.

## How to Apply

To apply for this position, please email your resume and cover letter to Shradha Nanda, Orientation Coordinator at [shradhananda@uvic.ca](mailto:shradhananda@uvic.ca) by Sunday, February 22, 2026, at 11:59 pm.

Any questions about this position, or the application process, can be directed to [shradhananda@uvic.ca](mailto:shradhananda@uvic.ca). Only those who are selected for an interview will be contacted.

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

*The values of equity, diversity, inclusion, and [human rights](#) in our living, learning and work environments are integral to the Office of Student Life. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Please contact [shradhananda@uvic.ca](mailto:shradhananda@uvic.ca) if you require accommodations or support to apply. [Read our full equity statement](#).*

***At OSL, we value authenticity, creativity, and bringing ourselves into the work we do. Please avoid the use of Generative AI in your application.***