

POSITION DESCRIPTION

POSITION TITLE:	Orientation Program Facilitator Waterloo
REPORTS TO:	Vice President: Programming & Services Waterloo
OFFICE LOCATION:	Waterloo
EDUCATION:	Pursuing a Post-Secondary Degree at the time of application
QUALIFICATIONS:	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Waterloo campus with Orientation Week experience, available until October 2017

SUMMARY:

The Programming & Services Waterloo department supports all student-focused functions for the students of Wilfrid Laurier University on the Waterloo campus. The Programming & Services Waterloo department's goal is to take a holistic approach, integrating the initiatives of campus activities, programming, and student services, focusing on enhancing the overall student undergraduate experience. Reporting to the Vice President: Programming & Services Waterloo, the Orientation Program Facilitator will be focused on the planning and execution of Orientation Week. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills in order that the following is achieved:

- Operate in accordance to the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Support the functions of the Vice President: Programming & Services Waterloo during Orientation Week;
- Oversee the facilitation, coordination, and monitoring of all Orientation Week functions of the Students' Union on the Waterloo campus in collaboration with the Vice President: Programming & Services Waterloo;
- Remain well versed in Programming & Services Waterloo policies, procedures, risk management requirements, and legal requirements to ensure best practices;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario; and
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union.

JOB SPECIFIC DUTIES:

Recognizing that the Orientation Program Facilitator functions encompass a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union, and the Vice President Programming & Services Waterloo. Specific responsibilities allocated to the role include, but are not limited to the following:

Operational:

- Responsible for the overall planning, implementation, and execution of Orientation Week;
- Develop, promote, and assess Orientation Week related activities and programming, adhering to best practice and agreed systems and procedures across all levels of the Students' Union;
- With the Internal Orientation Week Steering Committee:

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- Create and implement the Orientation Week, Orientation Conference, and Boot Camp timelines and schedules;
- Communicate with the University of Waterloo's Orientation Week Committee regarding all Double Degree students' needs;
- Liaise with WLU Food Services for meal services throughout Orientation Week; and
- Develop Orientation Week volunteer manuals that include the schedules and job requirements;
- Aid in the continued development, review, and maintenance of all Orientation Week related activities and programming, policies and procedures, ensuring best practices and risk management requirements are achieved;
- Implement an effective entertainment package for Orientation Week, in consultation with the Programming & Promotions Manager and VP: Programming & Services Waterloo;
- Coordinate the involvement of the various Programming & Services department committees within Orientation Week and assist in the work schedules of the committees;
- Organize and monitor the registration process for Orientation week – including registration packages and online registration system; and
- Liaise with appropriate parties (for example, WLU Student Affairs, WLU Diversity & Equity Office, WLU Athletics, University of Waterloo Orientation Team), regarding first year student experiences, as prescribed.

Transition:

- Complete by end of term, a detailed Orientation Week assessment and written transition report, outlining areas of success, improvement, and recommendations for the future;
- Collaborate and transition with the VP: Programming & Services Waterloo, to ensure a smooth transition from Orientation Week into the traditional school year; and
- Be on-campus and available throughout September to complete performance appraisals and formal transition reporting.

Financial:

- Facilitate the annual planning and budget process for the Orientation Team, in collaboration with the appropriate parties;
- Monitor the ongoing performance of the committee;
- Ensure that the committee adheres to the submitted and approved operating budgets;
- Keep an up to date Orientation Week budget tracker;
- Ensure all reimbursements and invoices are paid by the end of term; and
- Assesses the financial performance of the committee, as applicable.

Supervisory:

- In collaboration with the Vice President: Programming & Services Waterloo, aid in the hiring and management of the Orientation Team;
- Lead the Orientation Team, and supervise the executive and general level committee volunteers;
- Ensure that the executive and general-level volunteers within the Orientation Week committee(s) fulfill the requirements of their descriptions;
- Maintain a constructive relationship with the campus and local community;
- Assist in ensuring all volunteers within the Orientation Week committee are adhering to Occupational Health & Safety standards; and

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- Coordinate the performance evaluations with the Vice President: Programming & Services Waterloo and the Vice President: Finance & Administration for all personnel within the Orientation Week committee.

Organizational Accountability:

- Recommend long and short-term goals of the Orientation Week program by assessing student needs; examining program resources and capabilities; preparing recommendations for long-term initiatives and undertakings;
- Provide evaluative information regarding Orientation Week programs and services by analyzing statistical information – by reviewing and reporting Orientation Week initiatives, successes and challenges;
- Implement Students' Union policy and procedures, as confirmed by the Wilfrid Laurier University Students' Union Executive Team; and
- Ensure all Wilfrid Laurier University Students' Union assets (property and resources) used by the Programming & Services department are properly handled and maintained.

Leadership and Collaboration:

- Meets regularly with Vice President: Programming & Services Waterloo;
- Works in collaboration and cooperation with all Programming & Services department coordinators;
- Meets with all other Students' Union personnel, as required or prescribed;
- Maintains relationships and demonstrates a high degree of interpersonal savvy within the Students' Union and WLU community;
- Develop, promote, and adhere to best practice and to agreed systems and procedures across all levels of Students' Union;
- Ensures open and honest communication between all Students' Union departments, business operations and staff, as required; and
- Any other duties as assigned by the Vice President: Programming & Services – Waterloo.

Time Commitment:

The Orientation Program Facilitator position is a full-time seasonal position, with an expectation to work, on average, 40 hours a week, beginning in May and concluding in September. Based on the nature of this position with a fixed deadline for Orientation Week the incumbent will likely be required to work more hours for some weeks leading up to September.

The traditional hours of operation of the WLU Students' Union office are 8:30am to 4:30pm, Monday to Friday. However, due to the nature of the position, it should be noted that hours may often be irregular outside of the traditional office hours stated above, as dictated by the Vice President.

COMMITTEE MEMBERSHIP:

- Orientation Team (chair)
- Orientation Week Steering Committee – External
- Orientation Week Steering Committee – Internal
- Any committee as requested or appointed to by the Vice President: Programming & Services Waterloo.

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IN WITNESS WHEREOF, the parties hereunto have set their hands:

Signed and Delivered

Wilfrid Laurier University Students' Union
in the presence of

Krista Bracco
Orientation Program Facilitator W

Anthony Tomizza
VP: Programming & Services Waterloo

Date:

Date:

-And-

Kanwar Brar
President & CEO

Date: