

# POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	Orientation and Program Facilitator Brantford
<b>REPORTS TO:</b>	Vice President: Programming & Services Brantford
<b>SALARY RANGE:</b>	\$12,255
<b>OFFICE LOCATION:</b>	Brantford
<b>EDUCATION:</b>	Pursuing or completed a post-secondary degree at WLU
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Brantford campus with Orientation Week experience

---

## **SUMMARY:**

The Programming & Services Brantford department supports all student-focused functions for the students of Wilfrid Laurier University on the Brantford campus. The Programming & Services Brantford 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 Brantford, you will be focused on the planning and execution of Orientation Week. You will need to be results driven and able to critically think, have strong adaptability and resiliency skills, and excellent communication skills in order for the following to be achieved.

## **JOB SPECIFIC DUTIES:**

Recognizing that the function of Orientation and Program Facilitator encompasses 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 on the Brantford campus. Under the supervision of the Vice President: Programming & Services Brantford to ensure consistency and best practices throughout the entire WLU Students' Union, you will facilitate the following functions:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act of Ontario;
- Assist in ensuring all individuals within the Programming & Services department on the Brantford campus are adhering to Occupational Health & Safety standards;
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union;
- Remain well versed in Programming & Services procedures and risk management requirements to ensure best practices are achieved;
- Promote and adhere to Programming & Services best practice and to agreed systems and procedures across all levels of the Students' Union;
- Assist the Vice President in achieving their mandate;
- Aid in the execution of departmental goals and objectives for both short- and long- term;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Programming & Services department on the Brantford campus;
- Ensure open and honest communication between all Students' Union departments, business operations and staff, as required;
- Work in continuous collaboration and consultation with the Director, Brantford Operations and relevant full-time support staff, as required;

# POSITION DESCRIPTION

---

- Facilitate, in conjunction with the Finance & Administration department, the recruitment and selection of all volunteers within the Programming & Services department on the Brantford campus;
- Oversee and advise all Programming & Services unpaid staff (coordinators, executive, and general-level volunteers) within the Programming & Services department on the Brantford campus, and ensure they fulfill the requirements of their roles;
- Aid in performance evaluations and formal disciplinary processes for all personnel within the Programming & Services department on the Brantford campus, in collaboration with Human Resources;
- In collaboration with the Finance & Administration department, facilitate the annual planning and budget process for all Programming & Services activities on the Brantford campus;
- Ensure all Programming & Services department reimbursements and invoices on the Brantford campus are processed and completed within a timely manner;
- Adhere to the department operating budget and stay within budgetary restrictions, as well as ensure that any Programming committees on the Brantford campus adhere to the submitted and approved operating budgets;
- Plan, implement and execute Orientation Week on the Brantford campus;
- Develop, promote and assess Orientation Week Brantford related activities and programming, adhering to best practices, and agreed systems and procedures across all levels of the Students' Union;
- With the Internal Orientation Week Steering Committee:
  - Create and implement the Orientation Week, Summer and Fall Ice Camp timelines and schedules for the Brantford campus;
  - Liaise with Hospitality and external partners/vendors for meal services throughout Orientation Week Brantford including Taste of Downtown and other events;
  - Develop Orientation Week volunteer manuals that include the schedules and job requirements for the Brantford teams;
- Aid in the continued development, review and maintenance of all Orientation Week Brantford related activities and programming, policies and procedures, ensuring best practices and risk management requirements are achieved;
- Implement an effective entertainment package for Orientation Week Brantford, in consultation with the Programming & Promotions Manager and Vice President: Programming & Services Brantford;
- Coordinate the involvement of the various Programming & Services department committees within Orientation Week Brantford and assist in the work schedules of the committees;
- Organize and monitor the registration process for Orientation Week Brantford, including registration packages and online registration system;
- Liaise with appropriate parties regarding first year student experiences, (e.g. WLU Student Affairs, WLU Centre for Student Equity, Diversity, and Inclusion, WLU Athletics) as prescribed;
- Provide evaluative information regarding Orientation Week programs and services by analyzing statistical information from Orientation Week Brantford initiatives' successes and challenges;
- Ensure all WLU Students' Union assets (property and resources) used by the Programming & Services department are properly handled and maintained;

# POSITION DESCRIPTION

---

- Complete by end of term, a detailed Orientation Week Brantford assessment and written transition report, outlining areas of success, improvement, and recommendations for the future;
- Collaborate with the Vice President: Programming & Services Brantford to ensure a smooth transition from Orientation Week into the traditional school year on the Brantford campus;
- Remain on-campus and available throughout September to complete performance appraisals and formal transition reporting;
- Meet regularly with the Vice President: Programming & Services Brantford to set goals, seek clarification and assistance, and discuss activities within the Programming & Services department on the Brantford campus; and
- Any other duties as assigned by the Vice President: Programming & Services Brantford.

## **TIME COMMITMENT:**

The Orientation and Program Facilitator Brantford term begins in May and concludes April of the following year.

- Part-time, contract position, with the expectation to work 35 hours per week May through to September, and then 5 hours per week from September through to April;
- Core office hours are 10:00am-4:00pm, Monday to Friday, however hours will vary depending on program scheduling, and therefore evening and weekend hours are to be expected; and
- Work will mainly be completed seated at a desk, using a computer, and walking around setting up and managing events when applicable.

## **COMMITTEE MEMBERSHIP:**

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