

ORIENTATION EVENTS LEAD ROLE DESCRIPTION

POSITION TITLE:	Orientation Events Lead
DEPARTMENT:	Student Community Life, Office of the Vice-Provost, Students
SUPERVISORS:	Lesley D'Souza, Campus Activities & Events Facilitator
OFFICE LOCATION:	JOR 03
SALARY:	\$12.00 per hour
DURATION:	May 2 – August 31, 2012 @ 35 hrs per week
CANDIDATE ELIGIBILITY:	Must be a full-time undergraduate student in good academic standing at Ryerson University.

The successful candidate will be a member of the Orientation Team and will assist with the coordination of programs and initiatives that build a sense of community within Ryerson University's current community of student leaders, academic programs, and service departments. They will help plan and coordinate all aspects of Orientation events that serve to transition high-school, transfer, and mature students into their 1st year of university. They will liaise with a variety of on- and off-campus teams/organisations in order to help coordinate the event logistics of select small- (eg. workshops) to large-scale (eg. street festivals) events. This person must have strong organizational, research and administrative skills, a solid understand of Ryerson University, and of diversity and how it translates to event coordination and student leadership development. The incumbent must be highly creative, self-motivated, and capable of functioning independently as well as in a team. The candidate must possess strong interpersonal and group processing skills and be willing to commit his or her efforts to the enhancement of all orientation programming for first year students at Ryerson University.

MAJOR RESPONSIBILITIES

ADMINISTRATIVE TASKS:

- * Works closely with the other Orientation Events Lead to stay informed about all event planning developments to ensure that Orientation events are cohesive and well-integrated
- * Assist with coordinating Ryerson's orientation events, with particular emphasis on processes and risk-reduction initiatives
- * Collaborate with and create important partnerships with Orientation Week stakeholders at Ryerson University
- * Liaise with the various on-campus departments (such as Campus Planning and Facilities, Food Services and Media Services) to ensure that room bookings, food orders and technical/logistic equipment needs are met for signature events
- * Assist with liaising with various off-campus organizations and services (such as artists and vendors)
- * Ensure that documentation relating to events is maintained
- * Determine staffing requirements for signature events and communicate that information to the Orientation Crew Lead
- * Assist with the creation of innovative ways that assess Orientation activities and student life initiatives. Assessment methods can include digital, paper-based and event methods.

- * Assist with the coordination of Ryerson's Guinness World Record attempt, or assist with the coordination of Ryerson's T-shirt subsidy program for first year students
- * Assist the Orientation Crew Lead in the coordination of Campus-Wide ROC training (August 11/12)
- * Work with his/her peer event planners to determine how the Orientation Team can provide assistance to Course Unions and Student Clubs
- * Research trends in first-year student engagement (with particular reference to the effects of the current economic recession and the needs of Ryerson's student demographic)
- * Assist the Orientation Team in moderating online forums
- * Other duties as assigned

STAFF RESPONSIBILITIES:

- * Assist with the set-up and tear-down of Orientation events
- * Assist with the design and delivery of training for all Orientation Week Leaders
- * Support the work of the Orientation Team
- * Work in conjunction with Student Services staff
- * At the conclusion of Orientation Week, work with the other members of the Orientation Team to ensure that all follow-up activities are attended to and resolved
- * Review all of the position's activities and the overall orientation program and offer recommendations in a final report due by the last day of his or her contract
- * Ensure confidentiality of student cases as required, and be professional at all times

QUALIFICATIONS:

- Good oral and written communication skills
- Strong presentation skills
- Group facilitation skills
- Problem solving skills
- Knowledge of web 2.0 technologies and how to use them effectively
- *Event planning experience is a definite asset

Applications should submit a resume and cover letter by March 19th, 2012 to Lesley D'Souza at lesleyd@ryerson.ca. Only candidates invited to an interview will be contacted. If invited to an interview, you will be asked to provide a portfolio of work illustrating your skills for this position.