

SENIOR ORIENTATION & SPECIAL PROJECTS LEAD ROLE DESCRIPTION

POSITION TITLE:	Senior Orientation & Special Projects Lead
DEPARTMENT:	Student Community Life, Office of the Vice-Provost, Students
SUPERVISORS:	Lesley D'Souza, Student Life Programs Coordinator
OFFICE LOCATION:	JOR 03
SALARY:	\$17.00 per hour
DURATION:	February 4 – April 26, 2013 @ 5-10 hrs per week April 29 – August 30, 2013 @ 35 hrs per week September 3 – October 25, 2013 @ 5-10 hrs per week
CANDIDATE ELIGIBILITY:	The successful applicant must be in his or her final year of an undergraduate or graduate degree, with a minimum GPA of 3.00. Preference will be given to applicants convocating in Fall 2012.
DEADLINE TO SUBMIT:	9:00am, January 25th, 2013 Please submit your cover letter, resume, and 2 references to Lesley D'Souza by e-mail: lesleyd@ryerson.ca. Please include your Ryerson student ID number, GPA, and expected graduation date. Interviews will be scheduled the week of January 28-February 1.

A 9-month, junior management internship designed to give an undergraduate or graduate student first-hand experience in large-scale event, marketing, and volunteer management.

DUTIES:

- Assist with the hiring, interviewing and team-building initiatives of the Orientation Team (6 students) and the volunteer Ryerson Orientation Crew (ROC) (125+ students)
- Draw from previous Orientation Reports to recommend new initiatives and/or changes to Orientation 2013
- Provide leadership to the Orientation Team and set project goals and timelines for each staff member
- Develop and implement a comprehensive sponsorship strategy with the help of the Orientation Team to generate additional funding for programming

Orientation Crew Lead

Major projects: coordinate ROC interviews, the 2-day training retreat for all orientation leaders, a limited number of summer social events for ROCs, and ROC duties during Orientation Week

Orientation Multimedia Relations

Major projects: generates online content such as videos, photos, etc to be posted through social media and on the Student Life website.

Orientation Marketing Lead

Major projects: coordinate the use of online mediums with a particular emphasis on social

networking tools such as blogs, online forums, Facebook, twitter and YouTube maintain the Orientation website, logos and related graphics for print and web materials, coordinate the creation and distribution of the sponsorship package and liaise with external organizations

Orientation Event Management Lead (2 positions)

Major projects: coordinate the annual Guinness World Record attempt, administer the t-shirt subsidy program, coordinate street festivals, campus-wide social events, and academic orientations and assist in the coordination and execution of campus-wide training

- The Senior Orientation & Special Projects Lead will monitor all projects, assist where needed, and provide timely feedback to the Orientation Team.
- Host regular meetings with the Orientation Team to troubleshoot projects and discuss goals
- Draft surveys and other means of gauging feedback from the Ryerson community, and suggest assessment methods/tools that the Orientation Team can incorporate in their events/projects that are geared towards first-year students
- Coordinate and deliver information sessions for the Ryerson Community to learn more about Orientation events and processes
- Chair meetings with student leaders and involve community members in the planning and execution of orientation events
- Assist the Coordinator, Student Life Programs, with the assessment of 200+ orientation events and engage community partners in discussions of risk mitigation
- Assist the Facilitator as well as staff at George Brown College to coordinate Ryerson University's segment of George Brown College's ECE Academic Orientation
- Participate in staff meetings as a staff representative of the Orientation Team
- Submit weekly progress reports to the Facilitator, Campus Activities and Events
- Contribute to the Orientation 2013 Discussion Paper
- Attend select career advancement and leadership workshops/seminars in the winter and/or spring/summer semesters that will aid the incumbent's professional development
- Perform other related duties, as assigned.

QUALIFICATIONS:

- A Ryerson University student in his or her final year of an undergraduate or graduate degree. Preference will be given to applicants who will be convocating in the Fall 2013 Semester. The incumbent must have a minimum 3.00 GPA
- Creative and self-motivated with strong organizational and group processing skills. The successful applicant must be capable of providing guidance and feedback to teams of students and be willing to commit his or her efforts to the enhancement of all orientation programming for first year students at Ryerson University.
- Excellent interpersonal, verbal and written communications skills to liaise, respond to, and collaborate with 20 university stakeholders (5 faculties, 12 departments, 3 student unions)
- Tactful and diplomatic with excellent problem solving skills. The successful applicant must be able to analyze, respond to, and troubleshoot potential incidents and provide recommendations on collaborative initiatives.
- Experience coordinating events (experience coordinating large-scale events an asset)
- Experience coordinating volunteers
- Demonstrated involvement in student life through his or her involvement in student leadership roles at Ryerson University
- Knowledge of Ryerson University services and departments