

EVENTS LEAD

ROLE DESCRIPTION (3 POSITIONS)

POSITION TITLE: Orientation Events Lead

DEPARTMENT: Student Life Programs, Student Community Life

SUPERVISOR: Andrew Bisnauth, Orientation and Events Specialist

OFFICE LOCATION: POD-62b

SALARY: \$12.50 per hour

DURATION: April 29th – September 8th, 2014 @ 35 hours per week

CANDIDATE ELIGIBILITY: Must be a full-time undergraduate student in good academic standing at Ryerson University and Work-Study approved for the summer of 2014.

The successful candidate will be a member of the Ryerson Central Orientation Team, and plan and implement activities and events that welcome new students living on- and off-campus to the Ryerson University community. These events will also assist new students with their academic and social transition to their first year at Ryerson. They will liaise with a variety of on- and off-campus departments and organizations to coordinate the logistics of a range of small- (e.g. workshops) to large-scale (e.g. street festivals) events. This person must have strong event planning, organizational, research, communication, and administrative skills, and a solid understand of Ryerson University. They must also understand how the values of Equity, Diversity, and Inclusion have an impact on 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. They must possess strong interpersonal and group processing skills and be willing to commit his or her efforts to the enhancement of all orientation programming to support the transition of new students at Ryerson.

MAJOR RESPONSIBILITIES

ADMINISTRATIVE TASKS:

* Work closely and cooperate with the other Orientation Events Leads and the Residence Orientation Lead in order to stay informed about all event-planning developments and ensure that the Orientation Week program is cohesive and well integrated.

* Assist with the coordination of Ryerson's Orientation events (including those for

residence students), with particular emphasis on logistics, processes, and risk management techniques.

- * Collaborate and create important partnerships with all Orientation Week stakeholders at Ryerson University.
- * Liaise with 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 all events.
- * Liaise with off-campus organizations, businesses, and services (such as artists and vendors) to ensure all event needs are met.
- * Ensure that documentation relating to events is maintained in an orderly and efficient manner.
- * Determine staffing requirements for signature events and communicate that information to the Orientation Crew Lead.
- * Assist with the creation of innovative assessment methods for Orientation Week activities and student life initiatives.
- * Assist with the coordination of several signature Orientation Week events such as Ryerson's Guinness World Record attempt, Invocation, and the Welcome Gala.
- * Work with peer event planners to determine how the Central Orientation Team can provide assistance to course unions and student clubs.
- * Research trends in new student engagement and Orientation Week best practices, with particular reference to the effects of the current economic recession and the needs of Ryerson's student demographics.
- * Assist with the moderation of online forums.
- * Other duties as assigned.

STAFF RESPONSIBILITIES:

- * Assist with the set-up and teardown of Central and Residence Orientation events.
- * Work closely with the Residence Orientation Lead and other members of the Residence Summer Staff on collaborative events such as Residence Move-in Day, the Guinness World Record attempt, and the Invocation Ceremony.
- * Assist with the design and delivery of the 2-day Orientation Leadership Training Retreat for Ryerson Orientation Crew and Faculty/Program Orientation Leaders in August 2014 (Dates TBA).
- * Support the work of the Central Orientation Team and the Residence Summer Staff throughout the summer.
- * Work in conjunction with Student Affairs staff.
- * At the conclusion of Orientation Week, work with the other members of the Orientation Team to ensure that all follow-up activities and tasks 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 information and be professional at all times.

QUALIFICATIONS:

Exceptional event planning skills

Good oral and written communication skills

Strong presentation skills

Strong organization and time management skills

Group facilitation skills

Problem solving and critical thinking skills

*Knowledge of Web 2.0 technologies and how to use them effectively considered an asset

*Extensive knowledge of Ryerson programs and services considered an asset

Applications should submit a resume and cover letter by April 1st, 2014 to Andrew Bisnauth at abisnaut@ryerson.ca. Only candidates invited to an interview will be contacted. If invited to an interview, you may be asked to provide a portfolio of work illustrating your skills for this position.