

ISW CO-CHAIR (VOLUNTEER POSITION) – Gzowski College

Position Title: Introductory Seminar Week Co-Chair

Volunteer Definition: Training Sessions in spring and summer, Pre-Week, ISW

Supervisors: College Head, Campus and Co-Curricular Programs Coordinator, Orientation Coordinator

Summary of Responsibilities:

Introductory Seminar Week Planning and Implementation:

1. Attend all ISW Co-Chair and staff training sessions as set by supervisors.
2. Recruit and select a College ISW staff in conjunction with the College Office
3. Plan and execute Introductory Seminar Week events for College orientation
4. Coordinate campus-wide events in consultation with all other Colleges
5. Ensure safety and engagement of new students
6. Assist new students with their transition to university life at Trent
7. Promote student involvement in the Play, Seminars, Open Houses, and University Transitions
8. Promote student involvement in University wide events
9. Promote, support, and participate in Shinerama and Trent Reads
10. Participate in the evaluation process of ISW
11. Act as a role model of a balanced life style, respect for self, respect for others, and respect for the community

Staff Supervision:

1. Oversees staff participation and behavior and works with supervisors should disciplinary action be required
2. Encourage staff and provide guidance
3. Resolve and mediate staff disputes
4. Maintain constant communication with staff
5. Delegate tasks/responsibilities to staff
6. Supply staff with positive feedback and constructive criticism
7. Effectively communicate with staff

Administration:

1. Report regularly to supervisors identified above
2. Inform/work with the Orientation Coordinator throughout the summer, pre-week and Introductory Seminar Week
3. Keep in communication with ISW staff members throughout the summer
4. Create and follow an effective budget
5. Maintain an expense log
6. Design, order, and distribute t-shirts and Introductory Seminar Week kits for students
7. Design, order, and distribute t-shirts for staff
8. Purchase supplies and arrange food for staff

Programming:

1. Facilitate a balance between social and academic activities
2. Plan and implement programming suitable for all incoming students (including underage students)
3. Plan and implement events that are fun and reach a wide variety of personalities

Liaise With:

1. College Cabinet:
 - Advertise future Cabinet events
 - Encourage participation in College Cabinet and Cabinet events

- Introduce members of Cabinet who are on Introductory Seminar Week staff
- 2. Introductory Seminar Week committee:
 - Work with committee to establish required and/or recommended changes and implement a plan of action
- 3. Office of Student Affairs:
 - Inform new students of the role of, importance, and responsibilities of the Office of Student Affairs
 - Work in conjunction with The Office of Student Affairs on ISW and ISW evaluation
- 4. College Office:
 - Inform new students of the role of, importance, and responsibilities of the College Office
 - Participate in College events throughout the year so students will recognize them
 - Remind new students that they are also members of College, and stress the importance of this membership and the role, responsibilities, and contributions made by the College Office throughout ISW
- 5. Security:
 - Create a working relationship so that the needs of both parties are met (i.e. Trent Security and Introductory Seminar Week staff)
 - Assure students that Security exists on Trent campus
 - Promote safety on Campus – e.g. the safety phones and Walk Home
- 6. CRLC and Student Dons:
 - Build a functional working relationship with the CRLC and the Dons
 - Include CRLC and Dons in all aspects of Introductory Seminar Week and ensure constant communication – make sure staff is aware they are there for the entire year – help build respect for the Dons
- 7. Co-Chair Team:
 - Liaise with all other co-chairs including First Response, Shinerama, and TCSA.

Qualifications/Characteristics:

1. Previous Introductory Seminar Week experience recommended
2. Good organizational skills
3. Outgoing personality
4. Friendly and easy to approach
5. Responsible and reliable
6. Proven leadership skills
7. Programming Experience
8. Good budgeting skills
9. Knowledgeable regarding many aspects at Trent
10. Able to work with others
11. Patience
12. Open-mindedness
13. Excellent role model for new students
14. Values diversity
15. Creativity
16. Cumulative average of 70% or higher

Please submit a resume and cover letter to the College Office (GCS 214) by 4:00 pm on December 19, 2011.

Individuals can choose to submit an application independently or with a partner/Co-Chair. If applicants are applying as a team, each potential Co-Chair must submit a resume but only one (joint) cover letter is required.

Cover letters and resumes must be submitted as a single application package.

Only applicants selected for an interview will be contacted.