#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Orientation Coordinator

**Job Number:** A-223 | VIP: 1357

**Band:** OPSEU-8

**Department:** Student Affairs

**Supervisor Title:** Manager, Student Affairs

**Last Reviewed:**  October 17, 2022

#### **Job Purpose:**

The Orientation Coordinator is responsible for the development of orientation programs and initiatives to aid with student transition to the Trent community. Using student development theory, best practices, and assessment initiatives, the Orientation Coordinator helps create a vibrant campus, and ensures the delivery of key learning objectives related to orientation and transition. The incumbent regularly collaborates with campus stakeholders to ensure seamless supports for all students. The Orientation Coordinator position also oversees event risk management for all student-led initiatives and programs.

#### Key Activities:

##### Program Development & Event Coordination:

* Develops curriculum & learning objectives based on data, current research, student development theory and best practices, for orientation and transition programs.
* Leads Orientation programming on campus, which includes academic, social, and transitional activities. This may include but is not limited to Orientation Week, Summer Orientation, Bring it On (BIO) and Winter Orientation.
* Supervises and coordinates the online orientation and transition programs (i.e. Summer Connect).
* Liaise and manage complex relationships campus partners (including CASSC Orientation Subcommittee, Recruitment & Admissions, Colleges, Student Wellness Centre, First Peoples House of Learning, Trent International, the Trent Central Students Association, Food Services, Housing, and academic departments) related to orientation programs and continued collaboration.
* Coordinates communication and a unified message to students related to orientation and transition programs including website updates.
* Coordinates operational and logistical details of highly complex and large-scale programs (i.e. orientation week, resource fairs, etc).
* Manages relationships with campus and external partners. This includes speakers, workshop facilitators, facilities management, and external contractors for orientation/transition events.
* Collaborates with other University departments on targeted orientation and transition programming for marginalized students to increase access & inclusion.
* Ensures risk assessment of programs, budget management and the program evolution.
* Chairs the Orientation sub-committee of CASSC.
* Develops and/or supports other new student transition support programming as required, in conjunction with student affairs/colleges/student services staff. Such programming can include peer support, calling campaigns, online university preparation, etc.
* Supervises the low-ropes course which is on campus following criteria provided by AdventureWorks. Trains campus partners on the proper use of the low-ropes facilities and ensures the inspection for the course is completed yearly.

##### Training & Resource Development:

* Develops and implements training curriculum for orientation & transition staff and volunteer leaders. Training to include, but not be limited to, team building, leadership, budgeting, volunteer advising, risk management, diversity and inclusivity, safety planning and risk management, accessibility, and program implementation.
* Develops and implements workshops for new student orientation and facilitates presentations to new students and parents.
* Develops other training sessions and workshops for incoming students and groups on campus (i.e. varsity teams, clubs, groups and student governments) as required, in conjunction with student affairs and/or college staff. Such training can include hazing prevention, bystander intervention, sexual assault prevention, alcohol awareness, etc.
* Prepares and presents the training session for student staff working across campus which includes sessions on professionalism, AODA, Risk Management, event planning.
* Develops print and online orientation transition resources in co-operation with all contributing departments.

##### Supervision:

* Hires and supervises Orientation senior student leaders (Orientation Facilitators).
* Conducts regular meetings with student staff to provide direction and coaching/development.
* Hires and supervises student staff who work full time during the summer to prepare for Summer Orientation, Bring It On, Orientation Week, Summer Connect, and any other orientation programs that run during that time.
* Supervises volunteer orientation leaders who communicate with students during the summer months and run activities and programs during Orientation Week.
* Develops the Orientation Facilitator selection criteria; sits as part of the selection process for incoming Orientation Facilitators Orientation Facilitators Orientation Facilitators and prepares the hiring committee, which includes college principals, previous orientation co-chairs, and cabinet representatives.
* Prepares all aspects of the Orientation Facilitator recruitment including the preparation of an interview schedule, recruitment criteria, and questions to be used for all Orientation Facilitators and orientation leader interviews.
* Develops and regularly updates the training manual which is provided to all orientation leaders and Orientation Facilitators.

##### Risk Assessment:

* Oversees the risk assessment process for all student run events throughout the year, which requires knowledge on the risk management process, the use of waivers for student events, and providing direction to student leaders as they organize and prepare their activities and events.
* Conducts risk assessment for student-led events on campus and approves/denies events submitted through the risk assessment portal.
* Provides coaching/feedback to student groups to ensure safety needs are met in events.
* Meets regularly with clubs, groups, and student organizations to provide direction as they develop their activities and events and keeping safety and security of all students and attendees as the main prerogative.
* Communicates regularly with Risk Management, Colleges, Security, Food Services, the Trent Central Student Association, Room Bookings, Communications, and campus partners to assist in the coordination and implementation of campus events.
* Conducts training sessions for clubs, groups, and student governments on the risk assessment and event approval process.
* Responds to emergency and crisis situations during large scale events for Orientation and Transition events.

##### Evaluation & Assessment:

* Conduct research and assessment initiatives to understand student needs related to transition and success.
* Develops and manages the orientation budget of over $230,000 each year.
* Presents the budget yearly to the orientation sub-committee and CASSC.
* Completes follow-up consultation, review and evaluation for orientation and transition programming. This includes developing quantitative and qualitative assessment of initiatives.
* Collects, compiles and analyzes data regarding student events, and Orientation/Transition programs
* Drafts annual report regarding orientation and transition programs, and student event risk management.
* Other duties related to the Student Affairs programs and the effective implementation of safe, fun, and educational orientation and transition programming.

#### Education Required:

* Honours University Degree (4 year). Master’s Degree preferred.

#### Experience/Qualifications Required:

* A minimum of one (1) year of full-time student life/student transition experience required.
* An understanding of risk management protocols and insight into the event approval process and the event risk assessment process.
* Proficient in the use of computer applications such as intermediate level Microsoft Word, Excel, Access, Power Point, and Publisher.
* Skills in developing and presenting information workshops and materials for large groups.
* Demonstrated leadership experience and skills.
* Demonstrated ability to collaborate with multiple university departments.
* Understanding of Freedom of Information and Protection of Privacy Act and its implementation.
* Demonstrated ability to work independently and to take initiative with minimal direction.
* Demonstrated teamwork and conflict resolution skills.
* Demonstrated positive attitude and ability to motivate student staff and volunteers.
* A demonstrated commitment to customer service and continuous improvement.
* Strong and demonstrated understanding of diverse student needs and programming for inclusivity.
* Must be able to lift and carry up to 40 lbs.
* Must be able to work several weekends, evenings, and overnights (including Labour Day weekend and the weekend following). Must be available for many weekends and evenings throughout the summer months and in September.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

Direct Responsibility

Student Employee(s)

Orientation Facilitators (paid students)

Orientation Leaders (student volunteers)