

Residence Orientation Planner (ROP)

Position Description

Preamble

The goal of Housing and Conference Services is to provide an intellectual and social residence community conducive to the pursuit of academic study, personal development, and that meets the changing needs of a diverse student population.

Mission

Residence Life supports student success by encouraging growth, educating character and enhancing the university experience.

Position Description

The Residence Orientation Planner (ROP) is a full-time, undergraduate student. The primary purpose of the ROP is to help design an effective orientation/transitional program for incoming students in collaboration with the Residence Life Staff (RLS). The ROP also provides administrative support, coordination, and program development/implementation on behalf of the Residence Life Office to University's Welcome Week Planning and Implementation Committee (WWPIC). In addition, the ROP coordinates the Residence Orientation Advisors (ROAs) in the planning and scheduling of Welcome Week events across 12 residences. Upon the completion of Welcome Week, the ROP's duties shift to include evaluation of Welcome Week and continued coordination of ROAs/RORs in their ongoing responsibilities to the Residence Life Office. The ROP will work the RLMT to ensure that all efforts are aligned with five Educational Priorities; Encouraging Personal Growth, Supporting Academics and Innovation, Building Community, Promoting Wellness, and Celebrating Diversity.

Nature and Scope

The ROP reports directly to a Manager, Student Leadership & Learning (MSLL) and will take direction from the Residence Life Management Team (RLMT) regarding all programming. The ROP will also work with the WWPIC to help plan and support university-wide Orientation Week programming efforts. Upon the completion of Welcome Week, the ROP will assist with the evaluation of Welcome Week. The ROP will continue to coordinate ROAs/RORs in their year-long volunteer position with the Residence Life Office.

The ROP is responsible for assisting in the development and implementation of a comprehensive Orientation schedule and coordinates residence orientation leader's efforts to address our Education Priorities and align with the following Welcome Week Goals and Guiding Principles:

Welcome Week Goals

- To make connections with McMaster, your faculty, your residence or off-campus society, and other students
- Develop your own identity as a Mac student, within your Faculty and in your residence or off-campus
- Be safe and feel safe, both physically and emotionally
- Connect with academic, emotional and University support systems
- Promote academic preparation, success, and capability
- Meet and connect with other student leaders who are positive role models

Welcome Week Guiding Principles

- Equality so that first-year students are offered the same rights, respect and support as those already in the Mac community
- Freedom of Choice so that even though you are encouraged to participate in all events of the Week, you are always free to choose when and how to join in
- Celebration of Diversity so that differences in gender, race, ethnic origin, sexual orientation and religion are recognized and treated with respect and sensitivity, and the special needs of students with disabilities are also respected
- Respect for Individuality so that you are free to be different and can expect to be treated with respect
- Privacy so that you are entitled to private space and time; even in residence other students should enter your room only if invited

Duties and Responsibilities

Coordinator

- Assist the MSLL with the selection and training of all Residence Orientation Advisors and Representatives (approx 150).
- Assist the Welcome Week Planning & Implementation Committee with the second term Welcome Week Planner dinners and April/May Orientation Planning Retreat.
- Coordinate Meet Great Speak for the residence buildings and assist in the planning of April Residence Orientation training
- Coordinate the recruitment, training, and supervision of volunteers for May @ Mac and Residence Experience Day residence tours.
- Participate in the orientation and planning processes coordinated by the Student Success Centre and Residence Life as requested.
- Develop a Residence Orientation schedule, which integrates all University/Faculty/MSU sponsored events with Residence events.
- Coordinate and arrange meal times for all Residences with Hospitality Services.
- Coordinate Residence Orientation t-shirt designs, rep suits and ordering responsibilities.
- Design, implement, and assess an August Orientation Planning Retreat.
- Ensure effective internal Welcome Week communication occurs to Residence Orientation Leaders, RLS, and faculty leaders.
- Ensure effective external Welcome Week communication occurs between Residence Life and campus stakeholders.
- Coordinate various Residence-Wide events in collaboration with other campus stakeholders.
- Coordinate the purchase, distribution, and effective use of Welcome Week Resources.
- Assist with the development, delivery and analysis of Welcome Week assessment activities.
- Design and execute an appropriate recognition activity for the Residence Orientation Leaders.
- Coordinate an effective wrap-up of resources and ensure residence spaces used during Welcome Week are returned to normal condition.
- Support the ROP social media account and assist with other Residence Life social media accounts.

Administrator

- Attend all meetings and training sessions required for Welcome Week Planners and RORs.
- Review and provide coaching on risk management event submissions by ROAs.
- Create and maintain a current list of contact information for Residence Orientation Leaders.
- Assist with summer newsletter to all residence orientation leaders and RLS.
- Monitor a Welcome Week budget, in compliance with University policies and procedures.
- Attend all Residence & Student Success Centre Welcome Week focus group meetings.
- Maintain a comprehensive database of event plans, hall budgets, logos, schedules, meals etc.
- Submit a final report, in accordance with the Orientation Week Report guidelines.

Supervision

- Maintain regular year-round communication with the Residence Orientation Leaders.
- Identify, report, and address any inappropriate behaviour of Residence Orientation Leaders.

Skills and Aptitude

- Excellent communication skills: listening, verbal, written, facilitation, negotiation and presentation.
- Strong interpersonal skills to effectively train and supervise a variety of volunteers and student staff.
- Computer skills – proficiency with Microsoft Office (including Word, Excel and Powerpoint), and database/evaluation software.
- Budgeting skills- accuracy and attention to detail.
- Demonstrated good judgment and problem solving skills.
- Demonstrated positive attitude and strong desire to excel.
- Ability to work independently as well as part of a larger team.

Qualifications

- Demonstrated ability to supervise staff/volunteers.
- Demonstrated management skills in the planning and implementation of large-scale events.
- Working knowledge of and/or experience building consensus within a diverse team of students, student staff and professional staff.
- Working knowledge of budget management.

- Full-time student status (full-time undergraduate student is defined as one who is taking courses equivalent to at least twenty-four units between September and April, or is enrolled in a full-time Co-op/outgoing Exchange program) and a minimum sessional (January-April) GPA of 6.0 must be achieved.
- Previous experience with orientation at McMaster (or equivalent experience) considered an asset.

Other Responsibilities:

- Abstain from consuming alcohol during McMaster Welcome Week Orientation Training and Welcome Week **Dates To Be Confirmed**
- Promote and uphold the Code of Student Rights and Responsibilities (CSRR)

Contract Details:

- Contract Start Date: January 13th, 2017
- Contract End Date: April 30th, 2018
- January 13th – May 1st, 2017 → 14 weeks @ 4hr/week* may hours may be required at certain periods
- May 2nd – End of Welcome Week (Dates TBD) → 18 weeks @ 35hr/week* may hours may be required at certain periods
- End of Welcome Week (Date TBD) - October 6th 2017 → 6 weeks @ 5hr/week* may hours may be required at certain periods
- October 7th, 2017 - April 30th, 2018 → 32 weeks @ 10hr/week* may hours may be required at certain periods
- Hours: 9am-5pm summer term (some evening and weekend work required)
- Flexible during academic terms
- Compensation - \$12.25/hour
- Vacation - One week of unpaid vacation is available to be taken sometime between May and July. Dates are to be determined in consultation with the Manager, Student Leadership & Learning.
- 1 Residence Orientation Planner position available.
- The Residence Orientation Planner cannot concurrently be a Residence Life Staff member. **Given the demands of the position during August and Welcome Week this position needs to come before any/all other student leadership roles.**