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

Position Description
The Off-Campus Orientation Representative (OCOR) is a leadership position held by those presently enrolled as a McMaster student. The primary purpose of the OCOR is to foster a welcoming environment on campus for first year off-campus students and to assist the Off-Campus Orientation Advisors (OCOAs) and the Off-Campus Orientation Planner (OCOP) in the implementation of events leading up to, and including, Welcome Week. All OCOR efforts are aligned with four Residence Life Educational Priorities: Inclusive Communities; Community Engagement; Promoting Health & Wellbeing; Personal Growth.

Nature & Scope
The OCOR reports directly to the Off-Campus Orientation Planner (OCOP). The OCOR will also take direction from the Off-Campus Orientation Advisors (OCOAs) as well as the Manager, Off-Campus Resource Centre (OCRC).

The OCOR is responsible for assisting with the organization and implementation of Summer Orientation and Welcome Week events for the off-campus community and at the campus-wide level. During Welcome Week, the OCOR is responsible for supporting the Welcome Week Planning & Implementation Committee (WWPIC).

This position holds a high level of responsibility and encompasses several roles, including but not limited to, student leader and event organizer. The OCOR will address the Residence Life Educational Priorities (listed above) 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 community
• **Be safe and feel safe**, both physically and emotionally
• **Connect** with academic, emotional and University support systems
• **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

**Student Leader**

- Support and seek to achieve the goals of Welcome Week.
- Demonstrate positive role modeling for all McMaster students by maintaining a positive attitude and engaging in responsible decision-making.
- Provide leadership and support to first-year students, easing their transition to university.
- Refer all situations of an emergency/crisis or sensitive nature involving students to the appropriate staff member.
- Promote responsible attitudes towards academic achievement by encouraging and accompanying students to academic preparation events and activities.
- Promote positive school spirit, and a sense of community.
- Adhere to Welcome Week Guiding Principles, Student Code of Rights and Responsibilities, and all other municipal, provincial and federal laws and statutes.
- Adhere to Social Media Guidelines and Expectations through Facebook Groups and other social media groups.

**Event Organizer**

- Attend all meetings and training sessions required for the Off-Campus Orientation Representatives.
- Maintain regular communication throughout the summer (weekly/bi-weekly e-mail) with the OCOP.
- Assist with implementing Welcome Week programming.
- Lead off-campus students to and from campus Welcome Week activities.
- Promote spirit within the McMaster and off-campus community.
- Assist OCOP and OCOAs with effective wrap-up of resources and ensure spaces used during Welcome Week are returned to normal condition.
Skills and Aptitude
• Excellent communication skills.
• Strong interpersonal skills.
• Demonstrated good judgment and problem solving skills.
• Ability to work independently as well as part of a larger team.

Qualifications
• Full-time student status (full-time undergraduate student is defined as one who is taking courses equivalent to at least eighteen (18) units between September and April, or is enrolled in a full-time Co-op/outgoing Exchange program)
• A minimum sessional (January-April) GPA of 6.0 must be maintained throughout the employment contract.

Other Responsibilities
• Promote and uphold the Student Code of Rights and Responsibilities
• This position requires extended hours during Welcome Week. You are responsible for being on campus to implement all Welcome Week activities.
• Attend all mandatory training - dates TBD
• Abstain from consuming alcohol during orientation events and Welcome Week beginning at 12:01 a.m. on Saturday, August 25, 2018 until 10:00 p.m. on Saturday, September 1, 2018.
• The OCOR is a role model and student leader; any behaviour deemed inappropriate during the contract may result in immediate dismissal and/or an inability to return to the position in the future.

Notes
• Given the demands of the position during August and Welcome Week, the Off-Campus Orientation Representative may not hold another rep position during the same term.