



St. Thomas University

RESIDENCE LIFE

JOB POSTING

Job Title:	Welcome Week Coordinator
Hours of Work:	April 25 – August 27, 2022 (30 hours per week) August 29 – September 11, 2022 (40 hours per week) September 12 – September 24, 2022 (5 hours per week) Some evenings and weekends may be required
Wage:	Level 3 position
Eligibility:	Open to all students at St. Thomas University (STU) with at least one year of undergrad experience at STU
Application Deadline:	Monday, March 21 2022 by 8:30 AM

Job Description and Purpose of Position:

Reporting to the Assistant Director Residence Life, the campus-wide Welcome Week Coordinator is responsible for coordinating all aspects of the St. Thomas University Welcome Week.

The successful candidate will work closely with the Students' Union Welcome Week Chair, the residence and off-campus Head Welcome Week Leaders and other university groups to create a cohesive schedule for Welcome Week that embodies the values of the institution. Among other duties, the Welcome Week Coordinator will ensure logistics of on-site and virtual events, aid the Head Welcome Week Leaders in their planning, help train leaders and volunteers, organize digital promotions and mail outs and work with the Welcome Week Committee to plan an inclusive, safe, fun and educational Welcome Week for all new first year students and new students to campus. Administrative duties for the Residence Life & Conference Services and Student Services offices may also be required.

While we continue to experience unpredictability and uncertainty for the start of the 2022-2023 academic year, the Welcome Week delivery model will continue to be evaluated to ensure compliance to Public Health guidelines.

Knowledge and Skills:

- Knowledge of St. Thomas campus resources, including but not limited to Student Services, Residence Life, and student lead groups;
- Knowledge of challenges with student transition into university;
- Knowledge and understanding of equity, diversity and inclusion;
- Awareness of previous Students' Union and residence Welcome Week planning;
- Excellent oral and written communication skills;
- Prioritize teamwork and collaboration with various partners;
- Effective project management skills, with ability to organize and delegate tasks;
- Creative approach to event planning and event promotion;
- Foundational knowledge on use of social media;

- Strategic budgetary planning and responsible spending of University funds;
- Strong decision-making and problem-solving skills;
- Strong attention to detail;
- Ability to work independently with little supervision;
- Proficient in using a variety of digital communication tools (e.g. Zoom, MS Teams, etc.);
- Introductory knowledge of virtual delivery of programs;
- Proficient in computer software, such as Microsoft Word, Microsoft Teams, Excel and Outlook.

Job Functions:

- Co-chair STU's Welcome Week Committee;
- In consultation with campus partners, students, and feedback, create Welcome Week schedule;
- Attend weekly meetings with Assistant Director, Residence Life;
- Establish consistent communication with Head Welcome Week Leaders;
- Assess feedback and data from previous Welcome Weeks to make informed decisions for the new year;
- Research current trends for student transition into university and successful orientation activities;
- Prioritize equity, diversity and inclusion considerations for all events;
- Plan events in well organized, fiscally responsible and collaborative manner;
- Connect and work closely with University and community partners;
- Connect and work with local businesses within greater Fredericton area or New Brunswick;
- Account for risk management and alternative strategies for all events;
- In collaboration with and supporting tasks of Student Union's Welcome Week Chair (e.g. seeking sponsorships, contacting local businesses);
- Create promotional and marketing items for Welcome Week;
- Recruit, select, train and delegate Welcome Week volunteers;
- Provide support and presence during Move-In Day for incoming students;
- Lead and be present during Welcome Week events;
- Collect formal and informal feedback from Welcome Week;
- Create transition document, including processes, contacts, recommendations and expense report for following year's Welcome Week Coordinator;
- Provide occasional office coverage support for the Residence Life Office.

Requirements:

- Must be a returning, full-time STU student in September 2022
- Can work virtually in a flexible location starting April 25, 2022
- Will need to be working on-site as of August 2, 2022
- Must be available and cannot take vacation from August 29 – September 11, 2022

Please **email** your Cover Letter and Resume to **residencelife@stu.ca**.

Please **indicate clearly in your email the title of the position you are applying for.**

Only students selected for an interview will be contacted.