University College Orientation
Orientation Co-Chair Application

Position Description

University College Orientation is a seven-day program, which provides incoming students with transition support, engaging programming that complements the academic experience, and a sense of collegiality and community. The program is organized on behalf of University College and the University College Literary and Athletic Society (the Society).

The Orientation Co-Chairs are responsible for overseeing all operations of Orientation while working alongside the Society, the office of the Dean of Students at University College, and Central Student Life to plan and execute University College's Orientation Week.

UC Orientation Co-Chairs must be students **registered at University of Toronto** and must be in **good academic standing**. Applicants must apply individually.

Expectations and Responsibilities of Orientation Co-Chairs

● Oversee the planning, preparation, and execution of Orientation under the supervision of the Society and the Office of the Dean of Students and attend all OC training provided by campus Student Life

● Act as positive role models for the Orientation Executives, Leaders and all incoming student participants

● Select, train, schedule, and supervise the Orientation Executive and Leaders in a fair and equitable manner

● Support Orientation Executives to ensure event plans are completed and updated for all Orientation activities, including risk assessments, budgets, and accommodation required for accessibility and inclusion

● Design and manage a balanced budget (upwards of $100,000) in consultation with the Orientation Executive Board and maintain accurate financial records in line with the Canadian GAAP

● Promote and advertise the UC Orientation program through a variety of mediums including print, website, email, and social media

● Oversee the Orientation Team and execution of each event during Orientation Week, including a daily briefing and updates to the Orientation Team during Orientation Week

● Ensure all Orientation Executive and Leaders adhere to the Orientation Code of Conduct

● Report to Council on the progress and success of Orientation through the duration of the role, including a final report and audit of Orientation activities

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Qualifications

● Demonstrable commitment to equity and its implementation through actionable goals which are in line with the values and expectations of the Society, the College administration, and UC Orientation

● Demonstrable commitment to providing programming which prioritizes the safety, wellbeing, and inclusion of students involved at all levels, as well as ongoing support for these people throughout the remainder of the year

● Knowledge of the structure and functioning of UC Orientation

● Demonstrable experience in program and event planning and delivery

● Strong leadership, communication and team-building skills

● Experience in, or willingness to, working with a budget and keeping financial records pursuant to the CGAAP

● Responsible, highly motivated, and willing to take initiative

● Demonstrated ability to collaborate effectively with various stakeholders in UC Orientation including, but not limited to: Society, UC Orientation Executives, Leaders, and UC Dean of Students Office

Scope and Remuneration

The Orientation Co-Chair position runs from the date of hire until submission of the final operating report and its receipt by Council. The role will require approximately **15 - 40** hours per week between **May – September**, culminating in Orientation week. Two (2) positions will be selected from the pool of candidates to administer the program.

Each Orientation Co-Chair will receive three disbursements of **~$2333**, for a total of **$7000** worth of an honorarium.

Co-Chairs may also have the option of living in UC's summer residence, provided through the Office of Student Life and subject to availability.

Please be aware that due to the Environmental Health and Safety (EHS) guidelines released by the University, evolving orientation practices outlined by various divisions campus-wide post September 2020, and the ongoing response to the global health crisis spawned by the COVID-19 pandemic, Orientation will most likely be **all-online.** These decisions will be made in conjunction with advice from federal, provincial, and municipal health officials, and is subject to change throughout the summer.

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Application Summary

All applicants are required to complete an <u>Applicant Profile</u>, submit a <u>Priority Issues</u> component, submit a <u>Practical</u> component, and submit a <u>CV</u>. The prompts for the underlined sections follow this page and should be completed in order on a separate document which clearly references the question being answered. Answers need not reach the maximum word count to be sufficient for review; respond honestly and to the best of your ability.

Please send the aforementioned documents in PDF format to president@uclit.ca with **"UC Orientation Coordinator 2021 Application"**.

Applicants will be contacted for an interview the following week.

Successful applicants will be invited to an interview. Applicants will be required to present **three (3) references**.

We are an equal-opportunity employer and we strive to make our application process as barrier-free as possible. If you have any questions about any component of the application, or if you require assistance or accommodation at any step of the way, please contact the Hiring Committee at president@uclit.ca.

Applicant Profile

First Name: Email:

Last Name: Phone:

Year of Study (as of 2021-2022):   Program of Study:

Please list prior experience you have with UC Orientation and/or types of transition programs.

Please identify what you believe to be the top five goals of UC's Orientation program.

Please list three (3) references, preferably from any volunteer, leadership or work position that you believe will adequately exemplify skills relevant to the Co-Chair position, using the following format:

e.g.   Name of Reference:

          Position Title & Relation to Applicant:

          Email Address:

Priority Issues Component

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1. **Digital Programming** (Maximum 600 Words for Parts A and B)

For years, programs across campus have been moving towards digital Orientation programming, mostly as extraneous and auxiliary resources for mostly in-person events. More recently due to the COVID-19 pandemic, digital programming played a more central role in Orientation; every division besides University College, in fact, had no in-person component to their programming at all. Due to the dynamic and unprecedented nature of the COVID-19 pandemic, it is probable that UC Orientation 2021 will too be online-only with no in-person component.

A. Please outline how digital programming might be used to create collegiality, community, and enjoyment for attendees.

B. Please provide examples of platforms or novel techniques which might facilitate this 'digitalization'.

2. **Diversity and Community Values** (Maximum 350 Words)

University College, originally as a non-denominational Christian college founded as King's College, has participated actively in the institutional violence and oppression of Indigenous people. UC Orientation, and the College itself, still operates on indigenous land, and performs little in the way of direct action supporting Indigenous people facing institutional violence and genocide. Regardless of however highly we prize the contemporary College's values of 'diversity' and 'inclusion', student-run events historically encounter many issues with implementing these standards.

Please describe in detail various aspects of Orientation related events which you anticipate, or have experienced, being issues, especially as it relates to 'diversity' and 'inclusion', and how you will ameliorate and anticipate those issues.

Please focus your answer especially on solidarity with, and support for, Black, Indigenous, and other people of colour, and how your proposed programming and course(s) of action will account for this history wherever possible.

3. **Contemporaneousness** (Maximum 250 Words)

One of the best parts of being a UC student is the College's long history and traditions. Over time however, sometimes these traditions must adapt to new realities and circumstances.

Identify a current barrier to students accessing Society or college culture caused by tradition, both in first year and beyond. How might you maintain the importance of this practice while ensuring the safety and enjoyment of all participants?

4. **Program Management and Bureaucracy** (Maximum 500 Words for Parts A and B)

A. Orientation would not be possible without the commitment and hard work of Leaders each year. Recently, the interest for this position has increased tremendously, leading to fewer available accommodations, leaders not fulfilling their expectations, and increased safety risks.

Please detail any actions you would take in tackling these or related obstacles.

B. In previous years, Executive teams have experienced increased bouts of truancy and inappropriate behaviour from the Leader team despite Orientation Executives spending a considerable amount of resources interviewing, selecting, and training leaders to be effective ambassadors of the College.

Based on your experience with UC Orientation, please identify what some of these difficulties might be and explain how you might address them better this year.

5. **Administrative Communication and Structure** (Maximum 250 Words)

Orientation is a joint effort between the Orientation Co-Chairs, Executive, and Leaders, the UC Lit, as well as the Office of the Dean of Students. Please review the formal/informal structures that govern the relations between these groups in §7.II and its referents of the Society's *Council Policies*.

Given these structures, how do you anticipate working with each of these groups this year? In your opinion, what leadership qualities are necessary from the Co-Chairs in order to efficiently manage the team and meet deadlines?

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Practical Component

1**. Proposal: Experience and Background** (Maximum 200 words)

Based on your experiences with Orientation or related events, please identify the two most successful and least successful events. Explain why you have come to this determination.

2. **Proposal: Team Structure and Scheduling** (Maximum 200 words for Part A; Maximum 150 Words for Part B)

A. Members of any successful team possess a wide range of personalities and assets; it is the responsibility of the Co-Chairs to hire each Member of their team with respect to their own personal leadership styles' strengths and weaknesses.

How do you plan to structure your team, what are some potential problems you foresee based on your leadership style, and how would you address or prevent these issues?

B. Once your Executive team is selected, you will be required to host a team Training.

Please list what you might include in this Training and the most important skills and learning outcomes that they will achieve during this process, paying particular mind to equity and direct action.

If space allows, please include a general schedule including length of training and the topics you'd like to cover with your team.

3. **Event Proposal: Interest and Public Opinion** (Maximum 200 Words)

One of the goals of the Orientation program is academic transition. Incoming first year students value this information but sometimes do not find the events interactive enough.

 Please explain some novel ways you can increase interest and participation in academic events, paying particular mind to online platforms and methods of interaction.

4. **Event Proposal: Budgeting and Fiscal Responsibility** (Maximum 200 Words)

Orientation spends a considerable amount of money; it is imperative that the Co-Chairs and Executives stay within their budget. However, Orientation frequently encounters extenuating circumstances that increase expenses past their approved budgetary projections.

Provide any plan or steps you would take to prevent going over budget, using examples for how you would organize and allocate funds, revenue, and/or budgetary shortfalls.

5. **Proposal: Novel Concept ('Creative Component')** (Maximum 500 words)

What new ideas might you introduce for Orientation 2021? This can include hiring, scheduling, themes, ideas, and various other aspects of the Orientation experience. Think outside the box; creativity and imagination is encouraged!

If you include media in non-written formats (i.e. photography, video) please include brief links, references, or explanations.

No Further Application Material