

## Orientation Coordinator

**Date Posted:** December 1<sup>st</sup>, 2024

**Faculty/Division:** New College, Office of Residence and Student Life

### **About Us:**

Opened in 1962, New College has a long-standing commitment to social justice, and to supporting its diverse body of 6000 undergraduate students to excel intellectually and to engage in the wider community. New College supports four interdisciplinary undergraduate programs - African Studies, Buddhist Mental Health and Psychology, Caribbean Studies, and Equity Studies - and houses two departments (Human Biology and Women and Gender Studies). New College prioritizes personal attention to students, innovative interdisciplinary programs, links with professional faculties, career mentorship, and community outreach initiatives. The College has built a rich learning community for students including academic support, amenities for studying and social interaction, and opportunities for co-curricular and community engagement. The College offers a spirited and challenging environment for students to have the opportunity to broaden their experience, create life plans, and meet others from different fields. New College is a friendly, welcoming and informal community that places a high priority on student support services and encourages diversity. For more information on New College, see <http://www.newcollege.utoronto.ca>.

### **Your Opportunity:**

Reporting to the Assistant to the Dean, Student Life & Leadership, Orientation Coordinators (OCs) are the drivers of *New Roots*, New College's Traditional Orientation program. OCs coordinate a program that has a budget of ~\$100,000 that is designed to support the transition of over 1500 incoming New College students to their new learning environment at the University of Toronto. These roles report into the Assistant Dean, Student Life and Leadership at the Office of Residence and Student Life.

### **Core Responsibilities:**

- Hiring and leading a 9-person student executive team
- Assist in hiring and lead coordination of a team of ~100 student leaders
- Plan and implement a suite of orientation programs that are designed to support incoming students' academic and social transition-in to their first year at the College.
- Review orientation programming plans to ensure their alignment with New College goals and objectives, particularly those outlined in the Orientation Project Charter
- Modeling caring leadership to your team as well as incoming New College students
- Work with the Office of Residence and Student Life, New College Student Council, New College Student Services Committee (NEWSS), and the Orientation Team to create opportunities for incoming students to connect to community, prepare for success, and support their growth at New College and the University of Toronto.
- Attend ongoing training sessions with the Division of Student Life with other Orientation Coordinators across campus
- Manage the New College Orientation bank account and budget of ~\$100,000
- Assist in the hiring of paid positions such as graphic designers, and photographers.
- Coordinating the registration process in consultation with ORSL staff.
- Lead the process in providing a transition report for the following year's Executive and Orientation Coordinators (September-November).
- Long working days as Orientation approaches and through Orientation week.

**Qualifications:**

- Current New College student
- Experience in a leadership role during New College's New Roots Orientation program (Executive, Leader, Influencer...)
- Familiarity with New College's programs and general student life experiences and opportunities

**Exclusions:**

- Graduate students
- Non-New College students

**Term of Employment Contract:**

**Closing Date:** 01/19/2025, 11:59 PM EST

**Compensation:** \$19.00/hr (\$20.00 effective July 1, 2025) ~10-15 hrs week (March-April 2025)/; 35 hrs week (May-August 2025); 5-10 hrs week (September-November 2025)

**Diversity Statement**

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.