

NEW COLLEGE ORIENTATION 2026 EXECUTIVE POSITIONS



Position Descriptions

New College ORIENTATION EXECUTIVE (8 volunteer positions + \$1700 honoraria)

Orientation Executives (OEs) work with the Orientation Coordinators and the New College Orientation Planning Functional Group to plan, prepare, and deliver *New Roots*, New College's Traditional Orientation program. In addition to working as a team with the Orientation Coordinators and the Orientation Planning Committee, Executives will be primarily responsible for one portfolio in addition to supporting the other portfolios making up the Executive team. The bulk of the work of these roles is completed between May and September, with some final reporting required in September and October.

Prior to New Roots, Orientation Executives attend Orientation Leader training. This includes:

- JOLT (Joint Orientation Leader Training) 3 days periodically throughout August
- NCOLT (New College Orientation Leader Training) August 27 and 28
- A short virtual module to be completed beforehand.

All roles must be available for the training dates above as well as:

- Move-In Day Aug 30
- Orientation Week Aug 31-Sept 4

This role is in-person with hours mainly worked 9am-5pm on weekdays. Some weekend hours are required for Orientation programs. Longer hours and evening work is required during Orientation week (August 31 – Sept 4, 2026).

See below for the three portfolios of the Orientation Executive team and what these roles look like in practice:

Orientation Executive: PROGRAMS (4)

Programs Executives design and develop logistics for programs as part of *New Roots* Orientation, focusing on developing learning outcomes for all. This includes:

- Planning events and programs that includes centralized and partnered events from start to finish.
 - This may include renting speakers, ordering supplies, and reaching out to external groups
- Completing risk assessment program proposal for each event
- Organizing food logistics for meals and snacks during Orientation
- Tracking finances and spending
- Securing bookings with outside vendors as it relates to materials and/or activities that are part of the program
- Preparing supplies and clear instructions for Event Leaders to set-up programs/events
- Serving as first point of contact for Event Leader team
- Collaborating with the OCs and other Executives to develop a sequenced schedule for programs
- Long working days as Orientation approaches and through Orientation week

Skills you will develop include:

- Event Planning & Logistics
- Risk Management
- Budgeting & Financial Management
- Leadership & Coordination
- Collaboration
- Problem-Solving and Adaptability

Orientation Executive: MARKETING & PROMOTIONS (2)

EXEC APPLICATION DEADLINE: Monday, April 6 @ 9:00AM

NEW COLLEGE ORIENTATION 2026 EXECUTIVE POSITIONS

Marketing and Promotions Executives develop, market and monitor the (social) media presence for *New Roots* Orientation. This includes:

- Contributing to the production of the program's visual identity (logo, branding, schedule, etc.)
- Working with graphic designer to develop logos and media templates
- Working with Orientation Coordinators and Orientation Executive team to create print media assets, including but not limited to posters, signage, name tags, public-facing Orientation program schedule, etc.
- Moderating social media content and working with Orientation Influencers to create engaging real-time posts
- Communicating key pieces of information (registration, ticket pricing, contests, schedule etc.) to incoming students via email (using New College's newsletter platform) and social media (Instagram, TikTok, and Facebook).
- Updating New College website and student guide as it relates to Orientation programming
- Engaging incoming students through developing interactive and informative social media campaigns.
- Serving as first point of contact for Orientation Influencer team
- Supporting and working with the Orientation Photographer(s)
- Long working days as Orientation approaches and through Orientation week

Skills you will develop include

- Brand Development
- Social Media & Digital Marketing
- Content Creation & Moderation
- Website & Email Communications
- Community Engagement

****Familiarity editing websites and videos is an asset***

****Providing a portfolio is recommended but not required***

Orientation Executive: VOLUNTEER MANAGEMENT (2)

Volunteer Management Executives are responsible for the logistics of program support and staffing as well as the development of a caring Orientation Leader team (Peer Leaders, Event Leaders, Orientation Influencers, etc.). This includes:

- Working with the OCs and all Executives to add staffing components to a logistics package for the *New Roots* Orientation program.
- Organizing socials and team-building opportunities for Executive and Peer Leaders
- Engage with Peer Leaders online on Teams and Discord
- Develop group-time logistics and activities and work with Peer Leaders to ensure they know them
- Create leader groups
- Working in partnership with ORSL staff to manage the team database to determine and update assignments throughout the summer and into September
- Executing internal communication with all members of the Orientation Team
- Serves as first point of contact for Peer Leader time, and the first point of contact as it relates to general leader absences, issues as they arise, etc.
- Long working days as Orientation approaches and through Orientation week

Skills you will develop include:

- Team Leadership
- Volunteer Coordination
- Community Building & Engagement
- Communication
- Group Facilitation and Training
- Crisis Management and Conflict Resolution
- Organizational and Administrative Skills

Refer to the 2026 Orientation Project Charter for important deadlines, including disbursement timelines of Orientation Executive stipends. [Access the Orientation Project Charter here.](#)

EXEC APPLICATION DEADLINE: Monday, April 6 @ 9:00AM