

NEW COLLEGE ORIENTATION 2025 POSITIONS



Position Descriptions

New College PEER LEADER (volunteer position)

Peer Leaders act as leaders and role models to incoming students during *New Roots* Orientation and *New Journeys* International Welcome.

What this role looks like in practice:

- Prior to *New Roots*, Orientation Peer Leaders (PLs) attend Orientation Leader training. This includes: JOLT (Joint Orientation Leader Training) 3 days periodically throughout August, NCOLT (New College Orientation Leader Training) August 21 and 22, along with a short virtual module to be completed beforehand.
- During *New Roots*, Peer Leaders are assigned a group of students. Peer Leaders are responsible for welcoming these students and facilitating connections, conversations, and fun!
- Peer Leaders may answer questions of incoming students, share resources and help make referrals to services on campus.
- Assist with Residence Move-In Day on Sunday, August 24 where they will assist incoming students find their residence rooms and assist with bags where possible
- Working as a collaborative peer team with Event Leaders and Orientation Influencers
- Long working days through Orientation week (August 25-29). These days can be up to 12 hours long (10am-10pm), with breaks, free meals and more low energy moments throughout.

This role might be right for you if: you love being in groups, being a conversation-starter, and being a mentor to students who may be looking for guidance and support.

Skills you will develop include:

- Leadership & Teamwork
- Communication & Facilitation
- Problem Solving & Adaptability
- Events & Logistics Support
- Interpersonal & Community-Building Skills

New College EVENT LEADER (volunteer position)

An Event Leader's (EL) purpose is to create a smooth and supportive environment for incoming students by ensuring Orientation programming runs efficiently and effectively. More specifically, they focus on executing pre-planned event logistics, contributing to the seamless operation of programs and activities.

What this role looks like in practice:

- Prior to *New Roots*, Orientation Event Leaders (ELs) attend Orientation Leader training. This includes: JOLT (Joint Orientation Leader Training) 3 days periodically throughout August, NCOLT (New College Orientation Leader Training) August 21 and 22, along with a short virtual module to be completed beforehand.
- Taking leadership in event and program set-up and take-down in consultation with the Executive and logistics documents
- Set-up and take-down of meals and snacks
- Assisting with running of events when needed, and offering general "just on time" assistance to the Executives and Orientation Coordinators`
- Assisting with Residence Move-In Day on Sunday, August 24 where they will assist incoming students find their residence rooms and assist with bags where possible
- Assist with New Journeys International Orientation as needed
- Working as a collaborative peer team with the Peer Leaders and Orientation Influencers
- Long working days through Orientation week (August 25-29). These days can be up to 12 hours long (10am-10pm), with breaks, free meals and more low energy moments throughout.

This role might be right for you if: you prefer clear-set tasks, like hands-on work and responsibility over tasks (rather than responsibility for a group/people), you might prefer less-social work, and like to help-out where needed.

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LEADER APPLICATION DEADLINE: Wednesday, June 2 @ 9:00AM

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Skills you will develop include:

- Event Planning & Logistics
- Leadership & Initiative
- Collaboration & Teamwork
- Time Management
- Attention to Detail and Organizational Skills

New College ORIENTATION INFLUENCER (volunteer position)

An Orientation Influencer's (OIs) purpose is fostering an environment that supports the start of incoming students' development by contributing to creating a positive, high-energy and caring culture of Orientation.

What this role looks like in practice:

- Prior to *New Roots*, Orientation Influencers (OIs) attend Orientation Leader training. This includes: JOLT (Joint Orientation Leader Training) 3 days periodically throughout August, NCOLT (New College Orientation Leader Training) August 21 and 22, along with a short virtual module to be completed beforehand.
- Assist with New Journeys International Orientation as needed
- Leading cheers and songs and bringing the hype to the New College community
- Teaching and facilitating icebreakers with small and large groups
- Being a digital ambassador for Orientation on New College social media channels
- Capturing real-time events and social content as it is happening
- Assisting with Residence Move-In Day on Sunday, August 24 where they will assist incoming students find their residence rooms and assist with bags where possible
- Working as a collaborative peer team with the Peer Leaders and Event Leaders
- Long working days through Orientation week (August 25-29). These days can be up to 12 hours long (10am-10pm), with breaks, free meals and more low energy moments throughout.

This role might be right for you if you: love singing or cheering loudly, don't mind showing your face on social media, and you get energy from seeing others get hyped up.

Skills you will develop include:

- Communication & Digital Engagement
- Leadership & Teamwork
- Event Facilitation
- Interpersonal & Community Building Skills

New College ORIENTATION EXECUTIVE (9 volunteer positions + \$1250 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 21 and 22, along with a short virtual module to be completed beforehand. ***See below for the three portfolios of the Orientation Executive team and what these roles look like in practice:***

Orientation Executive: PROGRAMS

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

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- 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

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
- 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 MailChimp) 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
- 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

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). 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 leaders
- Engage with 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 also 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

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