

STUDENT ORIENTATION COORDINATOR SUMMER / FALL 2019

SPECIFICS:

- July 2 – Sept 6 (**must be able to work Labour Day weekend**)
- 35 hours/week
- \$12.25/hour

POSITION DESCRIPTION & RESPONSIBILITIES

The Student Orientation Coordinator will collaborate with UNB faculty & staff and the SRC to assist in delivering fall 2019 orientation. Examples within this scope include:

- involvement in planning, especially in providing both suggestions and a student's perspective
- interacting with incoming students
- collaborating with a variety of individuals on-campus
- assisting in preparing documents & other basic office work

REQUIRED SKILLS

- knowledge of university culture & systems, ideally specific familiarity with UNB Saint John
- familiarity with social media
- creativity & a willingness to offer suggestions
- willingness & ability to talk to strangers (even though our parents told us not to...)

ELIGIBILITY

This position receives funding through Canada Summer Jobs. Successful applicants must be:

- between 15 and 30 years of age at the start of employment;
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislations and regulations

APPLY

To apply, email your CV and a cover letter to sjacadcoach@unb.ca by Friday, June 21 at 4pm. Within your cover letter, respond to the following:

1. Ignoring the reality of time, work and money, **briefly** describe a perfect orientation week.

2. What is the purpose of orientation, and what do you bring that helps us fulfill that purpose?
3. What is the hardest part of talking to new people? How do you get over that?