

## Position #954720

### SU20 - YUSTART/Advising/Academic Orientation LEAD (= YUHIRE Orientation LEAD)

Number of Positions: 1 for SU20

Rate of Pay: \$16/hr

Under the direction and supervision of: Assistant to the College Head

#### 1. Job Description

##### A. YUSTART Peer Leader for the Faculty of Science/Bethune College

YUSTART is a collaborative program designed to support new students during their transition to university and help them succeed in their first year. The overarching goal of the YUSTART Program is to improve student satisfaction, engagement and preparedness to successfully begin university studies by providing a planned, coordinated and integrated set of learning activities and opportunities leading up to, and continuing into their first year at York.

Personable, knowledgeable, team-oriented York University student employees will facilitate online discussions with first year students on Facebook to encourage newly admitted York students to engage with the university throughout the summer.

- join online discussions
- participate in online activities about university life
- chat with fellow incoming students, ask questions and make new friends
- learn the essentials about University life, Bethune College & the Keele campus
- meet regularly with the College YUSTART team

YU START Leaders will designate time each week to focus on facilitating the YU START Facebook groups, attend YU START Leader Training (**April 27 & 28, 2020**) and will attend the monthly YU START team meetings. A successful YU START Leader will be helpful and friendly in their interactions with students, and will use their creativity and innovative skills to encourage new students to learn about York, enjoy the discussions and connect with each other.

##### B. Advising & Course Enrollment Assistant for the Faculty of Science and Lassonde School of Engineering

Provides **new** students with one-on-one course enrollment assistance during their on-campus advising appointment in both the Faculty of Science and Lassonde School of Engineering.

- Attends advising sessions
- Make presentations to new incoming students and their parents on the support systems and resources Bethune College, Bethune College Council and York University have to offer.
- Assist new students enroll in courses after meeting with their advisor and receiving a course list.
- Prompt students to complete the online math test and, based on their score, refer them to the free Bethune College math review sessions taking place in August.
- Provide short on-campus tours following the advising appointment.
- Promotes awareness of resources on campus to the new students.
- Monitors the private Faculty of Science New Student Facebook page. Participates in the discussions and answers questions. Verifies and approves all access requests to make sure they are new Science students and they have attended their advising appointment.
- In the absence of the Assistant to the College Head, and as the Senior Lead, will accommodate any shift changes for the summer Academic Peer Support Assistants working in the Science and Lassonde Advising Offices.

### **C. York Orientation Day Coordinator (aka Academic Orientation Day Sept. 8, 2020)**

- Assists with the planning and execution of Bethune Academic Orientation Day for new Science students (1100);
- Liaises with other campus partners to obtain and share orientation information.
- Maintains the master list of new Science students for Orientation Day using a variety of different reports (ie rsvp, college report, Advising and course lists);
- Creates academic program and lab specific Student Success mentor-mentee groups for O Day;
- Creates academic program and lab specific tour scenarios and routes for Orientation Day;
- Develops and delivers mandatory training for 200 student leaders consisting of Student Success Mentors & Leads, Academic Peer Support Assistants & Leads as well as College Council frosh leaders, captains and council members.
- Attends monthly YODEL meetings with the Assistant to the College Head and/or College Academic Coordinator and meets regularly with them in the College office;
- Meets monthly with the Bethune YU START team to gather feedback;
- Develops the survey handed out to new students on York Orientation Day.

#### **MANDATORY TRAININGS AND ATTENDANCE:**

- 1) Bethune College Basic Peer Leadership Training **TBD**
- 2) Campus Wide YU START Leader Training on **April 27 & 28, 2020**
- 3) Bethune specific YU START Leader training on **April 29, 2020**
- 4) York Orientation Day Training on **August 31, 2020**
- 5) York Orientation Day on **September 8, 2020**
- 6) York Health and Safety Training modules.

### **2. Required Qualifications:**

- Current York undergraduate student
- Third year of studies or higher with B+ GPA.
- Have undergraduate student leadership experience or equivalent off-campus experience.
- Proficient written and oral communication skills.
- Advanced skills in Microsoft Word and Excel.
- Demonstrated reliability, punctuality and enthusiasm towards new experiences and learning.
- Demonstrated professional, inclusive and welcoming in their communication.
- Awareness of the resources and programs at Bethune College the rest of York University.
- Knowledge of their degree program (and other YU START supported programs an asset).
- Knowledge of online communities.
- Demonstrated skills in: facilitation, problem solving, prioritization and time management.
- Demonstrated active involvement in the York University community.
- Demonstrated team player with strong interpersonal skills, can be flexible and has taken initiative.
- Must be workstudy eligible [[sfs.yorku.ca/work-study-programs](https://sfs.yorku.ca/work-study-programs)] and
- Must complete the online Student Financial Profile [[sfs.yorku.ca/aid/sfp](https://sfs.yorku.ca/aid/sfp)] prior to being interviewed and/or hired.

### **3. Work Schedule: The demands and schedule may vary throughout the summer based on the Faculty advising schedules, trainings and deadlines. A typical schedule includes:**

- 15-25 hours/week at advising sessions, and preparing for Academic Orientation Day.
- Attends monthly YODEL meetings with the Assistant to the College Head.
- Meets weekly with the College Head Office administrators.
- Meets monthly with the Bethune YU START team.
- **Must be able to work full-time August 1-September 8, 2020**
- Provides 250+ hours of service during the SU term Monday-Friday between 8:30am-4:30pm.

4. **Competencies:** Will have opportunities to develop and enhance specific skills in:

- Communication,
- Interpersonal Connections,
- Personal Success
- Critical Thinking and Problem-Solving
- Social Responsibility and Community Engagement
- Knowledge Acquisition and Application

#### 5. **Personal and Professional Development**

“As part of your work study experience, you will be asked to participate in Becoming YU designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it’s for a future job or further education opportunity. Throughout your work/study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.”

#### 6. **Student Learning Components**

*Orientation and Training and Ongoing Professional Development:*

- MUST attend a Basic Peer Leadership Training Day. **TBD**
- The Basic Peer Leadership training is a non-credit course (BC3000) which goes on their transcript.
- MUST attend York Orientation Day Training in **August 31, 2020**.
- MUST attend York Orientation Day on **September 8, 2020**.
- Opportunity to enrol in Advanced Peer Leadership courses (BC3010 3.0, BC3900 0.0), and attend leadership workshops and conferences during the year.

*Feedback, Ongoing Support and Reflection:*

- Will work in the Bethune College Head Office with the Assistant to the Head
- Will regularly provide and receive feedback and support to and from:
  - 1) Assistant to the Head of the College, 2) College Academic Coordinator, 3) York’s YUSTART team, 4) Summer Advising teams in the Faculty of Science and Lassonde School of Engineering, 5) Advising Coordinator in the Faculty of Science.
- Opportunity to attend the annual SOS Retreat.
- Opportunity to enrol in Advanced Peer Leadership courses (BC3010 3.0, BC3900 0.0), and attend leadership workshops and conferences during the year

*Networking and Mentorship Opportunities:*

- Will collaborate with the SOS Peer Mentor Coordinators on a regular basis over the summer.
- Opportunity to work alongside professional staff of the Office of the College Head, Advising offices in the Faculty of Science and Lassonde School of Engineering.
- Opportunity to work with a vibrant, diverse team of York students.
- Opportunity to establish lasting relationships with student leaders from a variety of Faculties and student groups across York University.
- Opportunity to learn about, participate, and volunteer in other York activities and events.
- Opportunity to serve as a role model and share your experiences especially with new students.

*Personal and Professional Development, Classroom and Workplace Competencies:*

- Exposure to and experience within a professional office environment.
- Experience developing interpersonal, communication, public speaking, and presentation skills.
- Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver presentations and communicate academic ideas in a thoughtful and eloquent manner).
- Enhanced leadership and collaboration skills.
- Development of effective time and workflow management skills and organizational skills.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisors.
- Further development of independence and self-reliance, including problem solving

**The Work Study Student program** provides on-campus job opportunities for eligible York University undergraduate students. Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship. Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.